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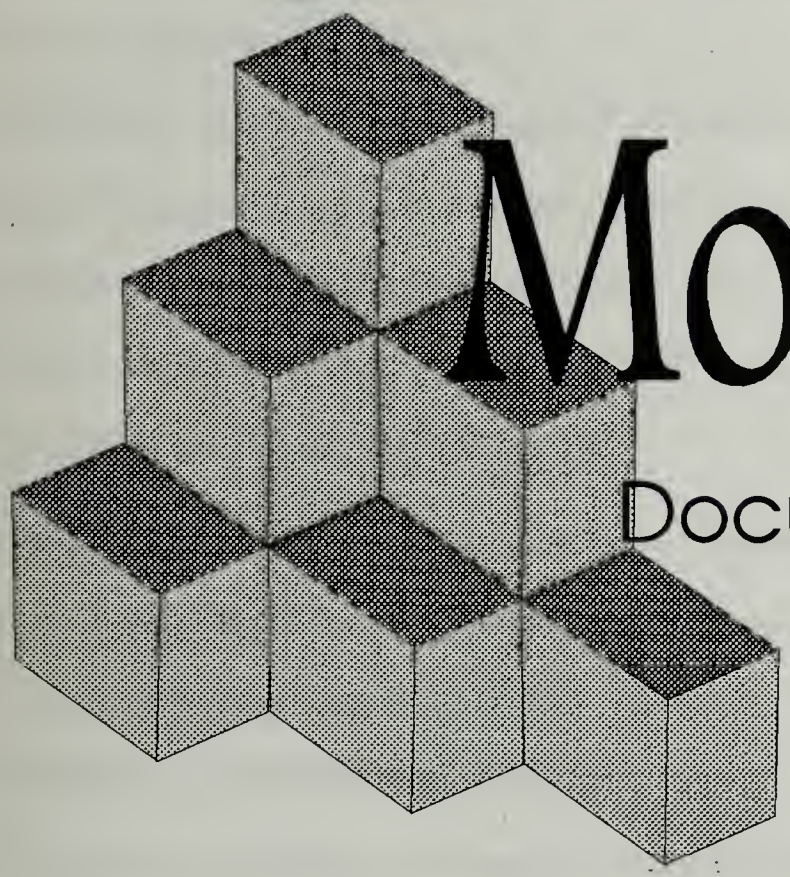
DOCUMENTS
COLLECTION



Module II

Document Processing

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MMARS TABLES AND INQUIRIES

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MODULE II

INTRODUCTION TO DATA ENTRY IN MMARS

Pre-requisite: Successful completion of MMARS MODULE I

Welcome back to MMARS. MODULE I focused on the DATA STRUCTURES of MMARS. It dealt specifically with the Financial Files and the Reference Files. The OUTPUTS of MMARS were introduced with the coverage of two MMARS Reports..

MODULE II will introduce you to the INPUTS of MMARS. Examples of both the Table Maintenance Actions and Transactions will be covered.

This module will also cover more of the Data Structures of MMARS. The Suspense Files and more Reference Files will be included.

MMARS TUTORIAL

Once again, this tutorial is designed to introduce you to the MMARS system in a self-paced manner. It has been structured so that it builds on skills, (both system information and navigation). It is recommended that it be followed in the order presented.

Good Luck and Have Fun!

MODULE II
Lesson 1
Topic 1

In This Lesson we will Learn: System navigation of the Vendor Name Index, (VNAM).

VENDOR NAME INDEX

PURPOSE: This file links vendor names to their corresponding vendor codes. When vendor name is known but vendor code is not known, this file provides convenient access.

MENU: The Vendor Name Index Inquiry is listed under "Vendor Administration", which is a menu selection from the General Accounting Menu listing on the Tables and Inquiries Menu.

Please log on using the instructions in MODULE I, Lesson One, if you have forgotten. Once again, we will go to the MMARS TRAINING MAIN MENU.

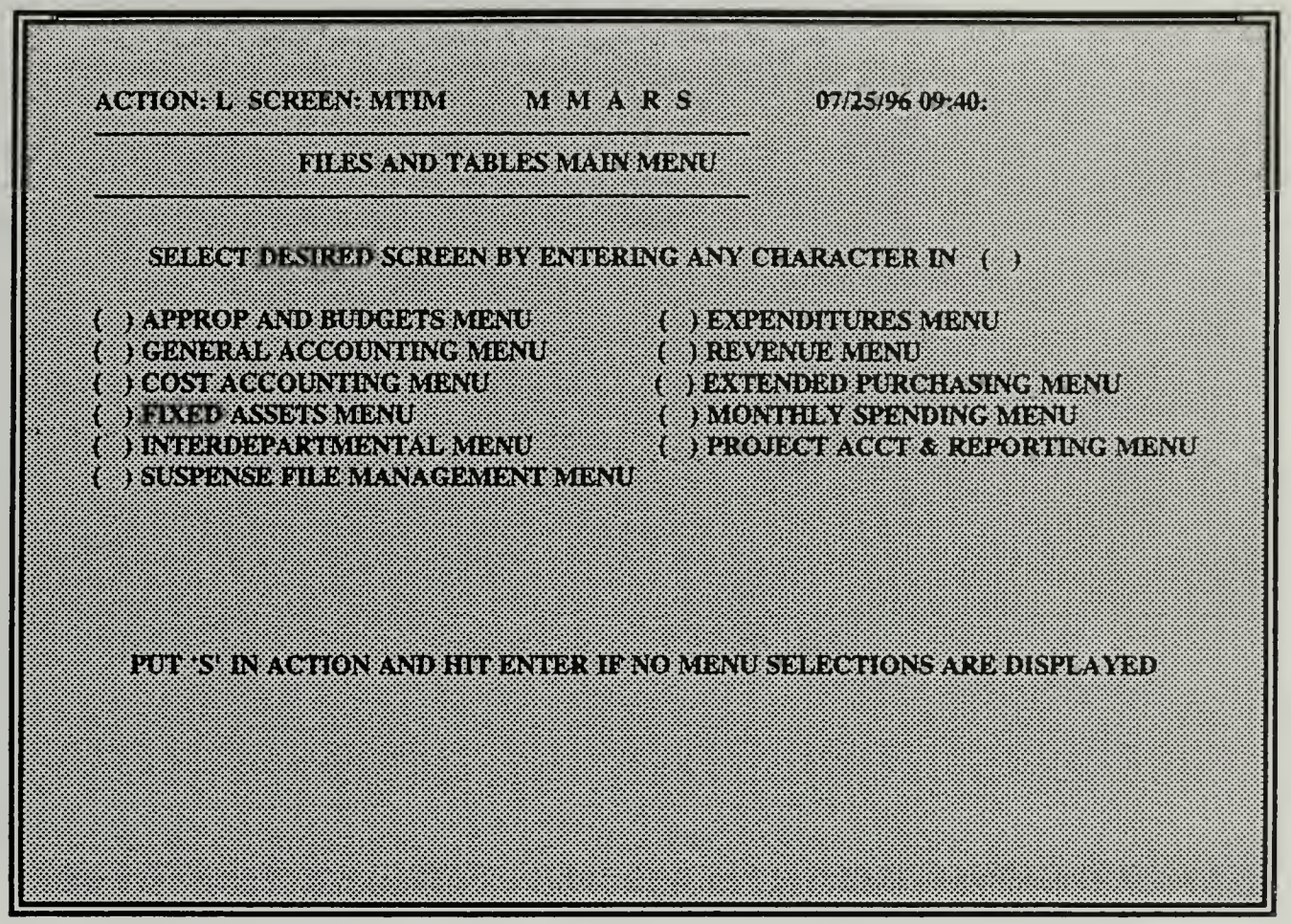
The Commonwealth of Massachusetts relies on a large number of Vendors to provide the goods and Services needed to run state departments and state programs. No purchases may be made from any Vendor unless the vendor is certified as a state vendor. Before any vendor is added to the Vendor Files, the files should be carefully checked, to be certain the vendor is not already listed.

The VENDOR file is located in the TABLES AND INQUIRIES selection on the MMARS Main Menu.

The cursor will be located in the COMMAND field.

Type in 2, as a Selection.

Press <ENTER>.


ACTION: L SCREEN: MTIM M M A R S 07/25/96 09:40:
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

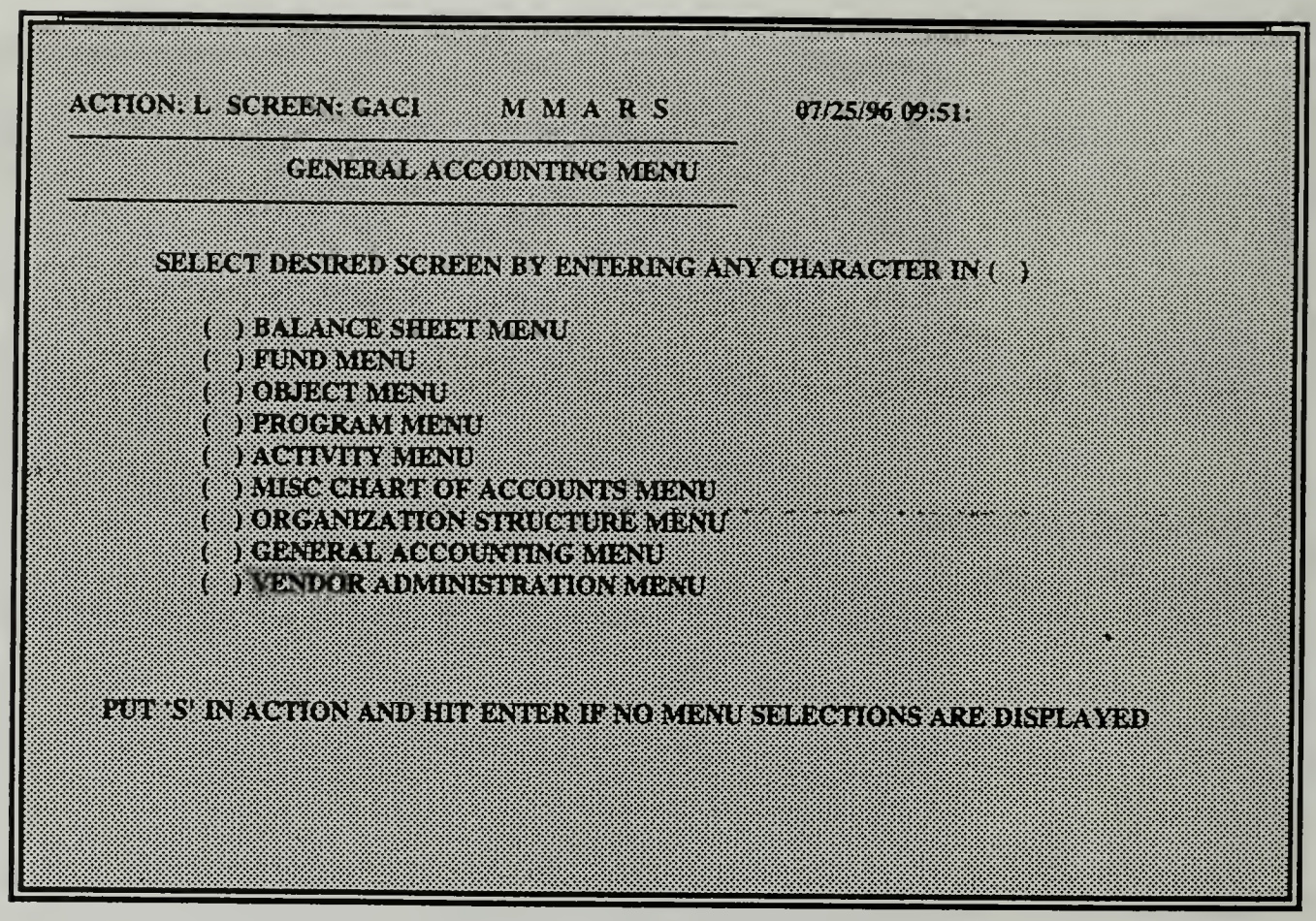
This will bring you to the FILES AND TABLES MENU. Now we may continue with the menu approach to our first screen, or **cross travel** directly to the screen. We will use the MENU method of travel for our first screen, as a review of Module 1. Cross Travel will be used to reach all other screens in this module.

The VENDOR files are part of the GENERAL ACCOUNTING menu. The cursor should be blinking at the selection field of the screen. From this screen,

Press **F9** until the cursor appears in the parenthesis for GENERAL ACCOUNTING, then

Type in any character and,

Press **<ENTER>**.

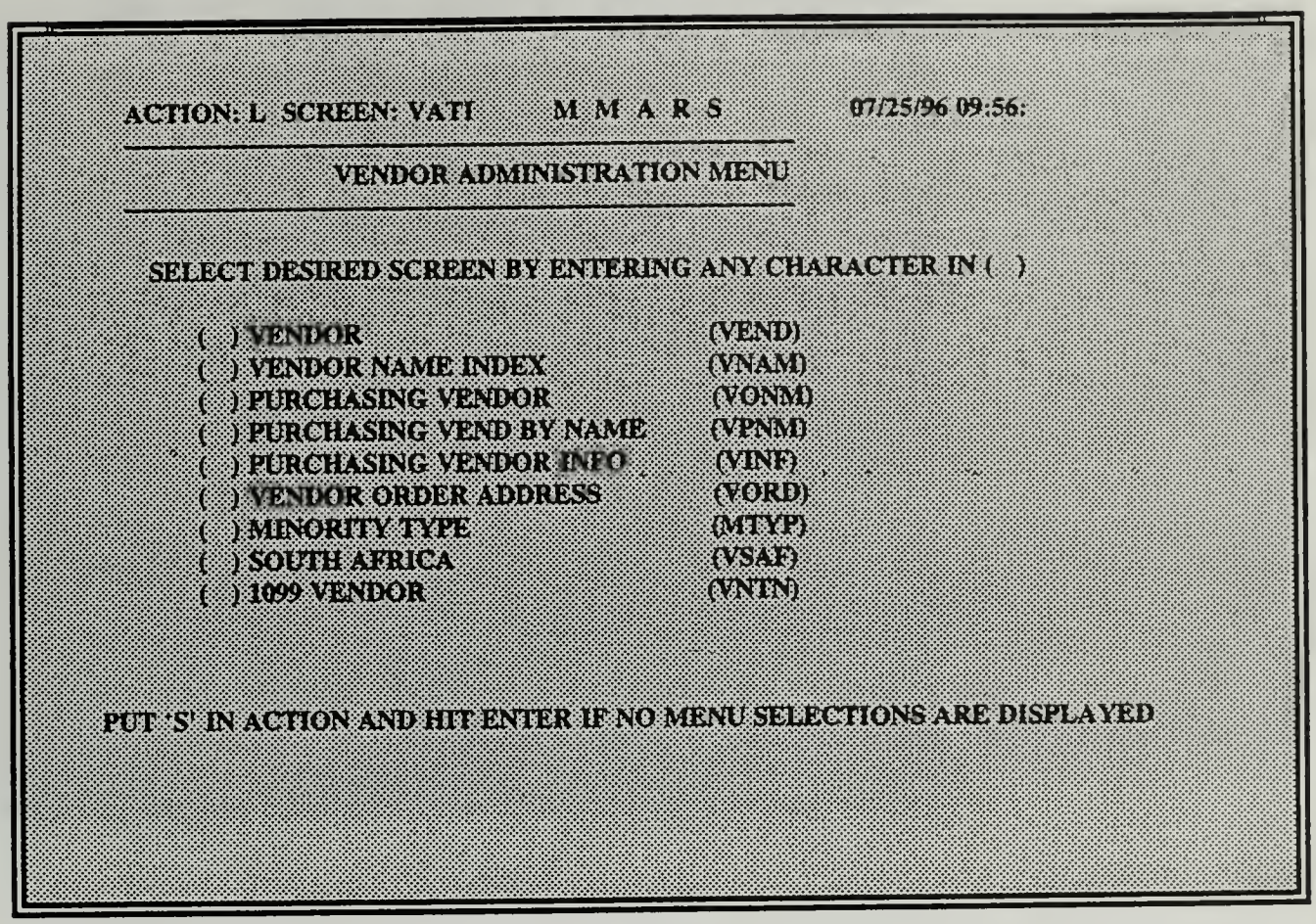

ACTION: L SCREEN: GACI M M A R S 07/25/96 09:51:
GENERAL ACCOUNTING MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) BALANCE SHEET MENU
( ) FUND MENU
( ) OBJECT MENU
( ) PROGRAM MENU
( ) ACTIVITY MENU
( ) MISC CHART OF ACCOUNTS MENU
( ) ORGANIZATION STRUCTURE MENU
( ) GENERAL ACCOUNTING MENU
( ) VENDOR ADMINISTRATION MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

This will bring you to the GENERAL ACCOUNTING MENU. From this screen,

Press **F9** until the cursor is in the Parenthesis beside VENDOR ADMINISTRATION MENU and,

Type in any character and,

Press **<ENTER>**.

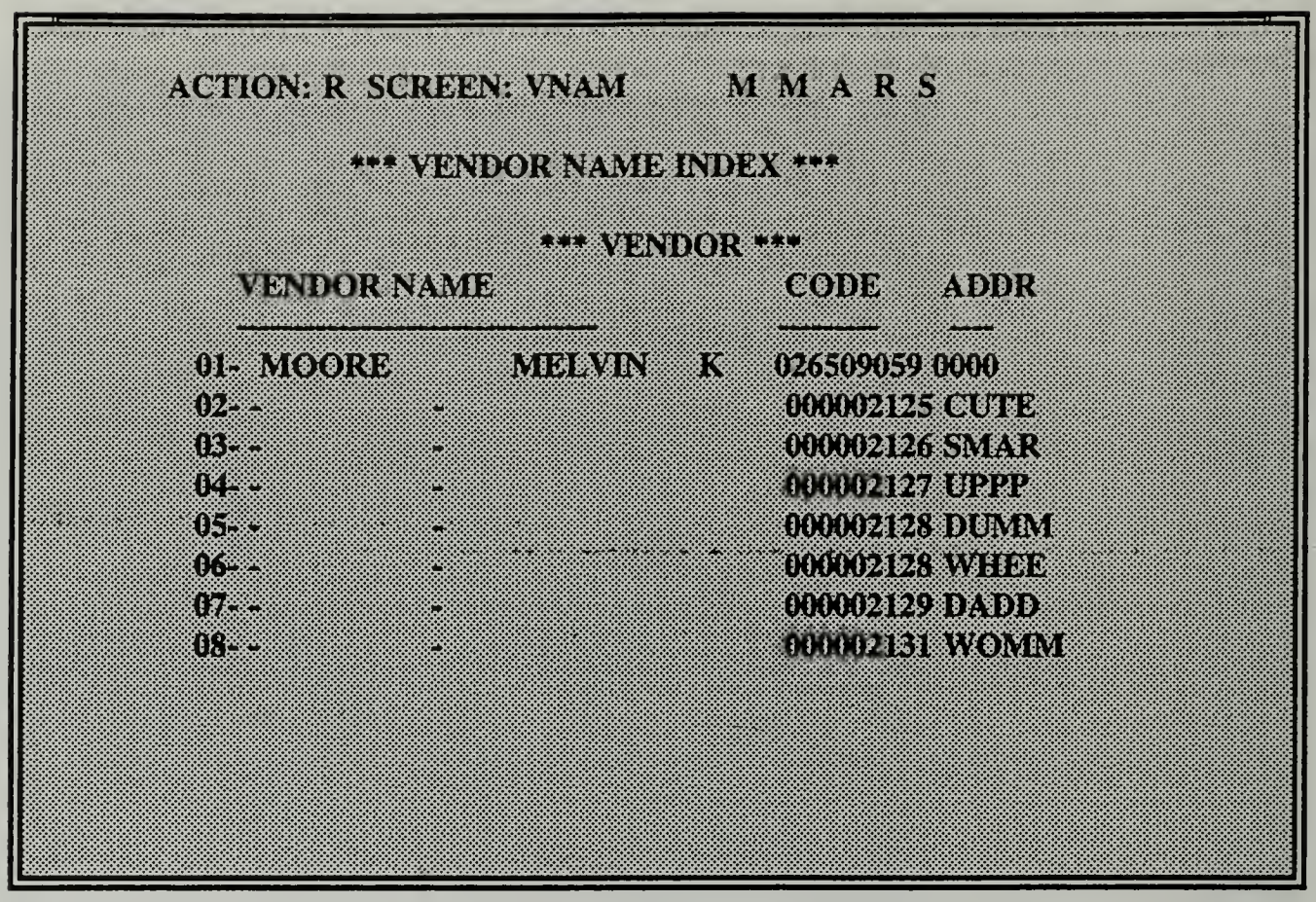

ACTION: L SCREEN: VATI M M A R S 07/25/96 09:56:
VENDOR ADMINISTRATION MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) VENDOR (VEND)
( ) VENDOR NAME INDEX (VNAM)
( ) PURCHASING VENDOR (VONM)
( ) PURCHASING VEND BY NAME (VPNM)
( ) PURCHASING VENDOR INFO (VINF)
( ) VENDOR ORDER ADDRESS (VORD)
( ) MINORITY TYPE (MTYP)
( ) SOUTH AFRICA (VSAF)
( ) 1099 VENDOR (VNTN)
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

This will bring us to the VENDOR ADMINISTRATION MENU. Select the VENDOR NAME INDEX.

Press **F9** to move the cursor into the parenthesis beside the selection you want and,

Type in any character,

Press **<ENTER>**.


ACTION: R SCREEN: VNAM M M A R S
*** VENDOR NAME INDEX ***
*** VENDOR ***
VENDOR NAME CODE ADDR
01- MOORE MELVIN K 026509059 0000
02- - - 000002125 CUTE
03- - - 000002126 SMAR
04- - - 000002127 UPPP
05- - - 000002128 DUMM
06- - - 000002128 WHEE
07- - - 000002129 DADD
08- - - 000002131 WOMM

The screen you reach is filled. The ACTION field has an **R**, for refill, in it. This file lists entries in alphabetical order. We're at the beginning of the list.

What Happened! Where's the A's? How did Melvin K Moore end up listed first?

A space or a dash will list before the letter A. Notice that MOORE, on the top line, is indented on the line. Someone hit the space bar before the M, for MOORE, was entered. There are also a lot of dash entries in the training data base. These all beat the letter A. Notice the ACTION field now. It contains an **R** for REFILL.

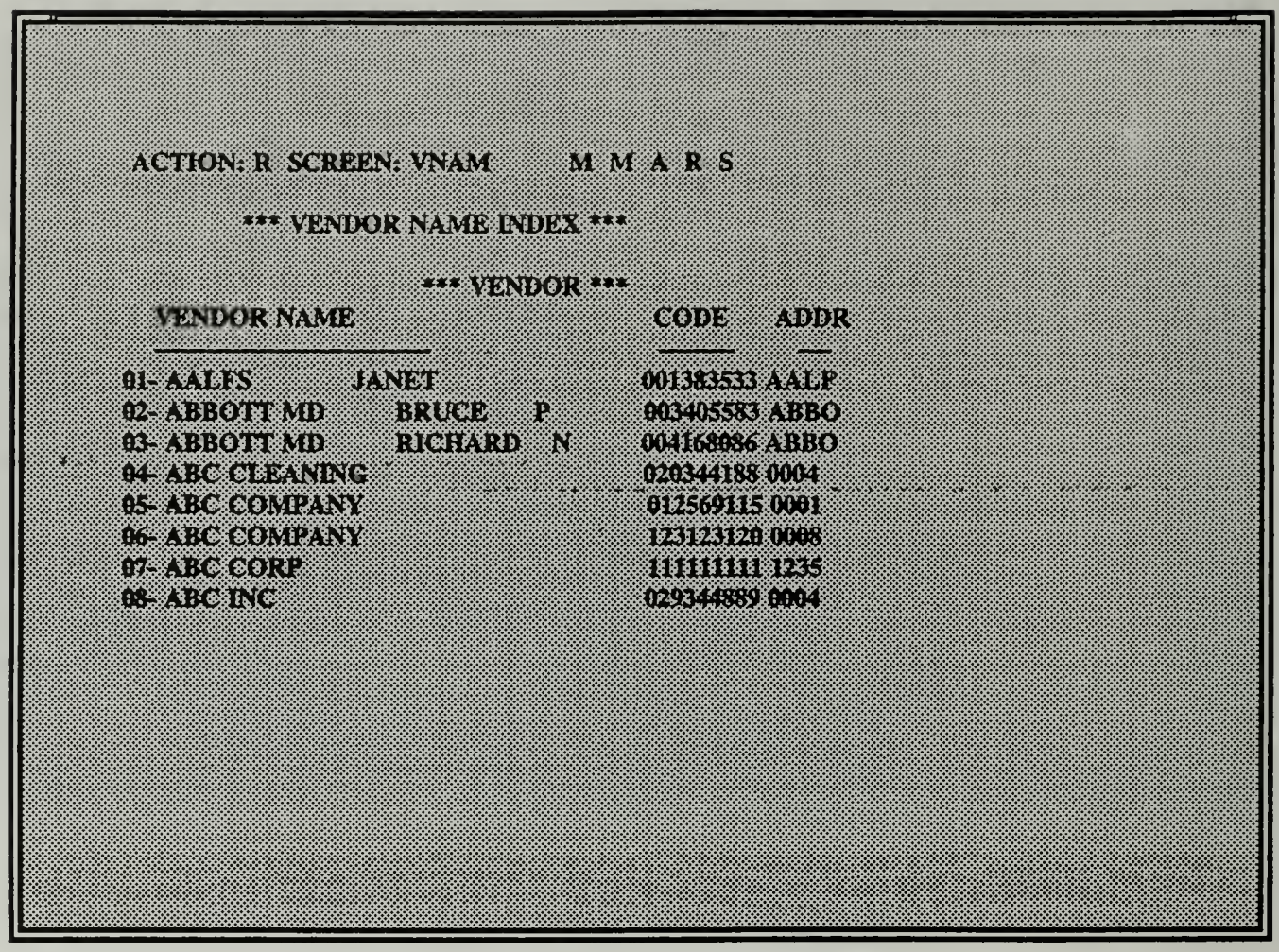
Press **<ENTER>**,

and let the system scroll to the next page of entries.

```
ACTION: R  SCREEN: VNAM        M M A R S

          *** VENDOR NAME INDEX ***

                                        *** VENDOR ***
   VENDOR NAME                          CODE      ADDR
   ____________________                 _______   ____
01- -                                   438958954 0007
02- — DUMMY RECORD                      999999999 9999
03- A C CORPORATION                     123568900 0003
04- A C GRADY, INC.                     013091140 0007
05- A NEIMANIS                          000010820 0006
06- A.J. GENERAL CONT RACTORS, I NC.    123456789 0001
07- A.L. VARY CO.                       584318025 0005
08- A'S GOODWILL                        046437752 0005
```

We've finally reached the beginning of the "A" listing. Look at the variety of ways that individuals have entered names. Some used periods after initials, others used spaces.

Press **<ENTER>** one more time.

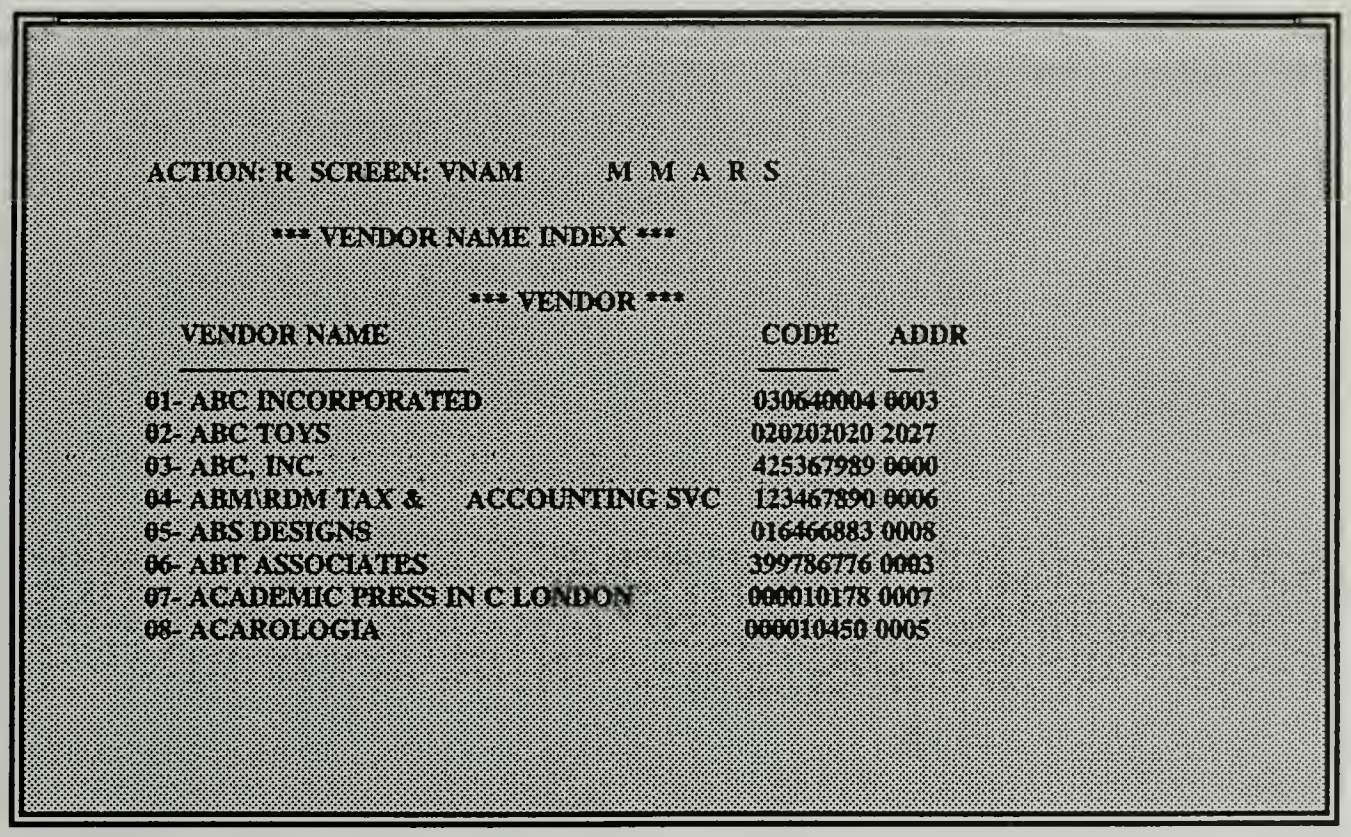

ACTION: R SCREEN: VNAM M M A R S
*** VENDOR NAME INDEX ***
*** VENDOR ***
VENDOR NAME
CODE
ADDR
01- AALFS JANET 001383533 AALP
02- ABBOTT MD BRUCE P 003405583 ABBO
03- ABBOTT MD RICHARD N 004168086 ABBO
04- ABC CLEANING 020344188 0004
05- ABC COMPANY 012569115 0001
06- ABC COMPANY 123123120 0008
07- ABC CORP 111111111 1235
08- ABC INC 029344889 0004

Now we see initials with no spaces and no periods. This is good for us to realize. Sometimes, as we hunt for a Vendor, it is important for us to imagine every possible way the listing might have been entered.

Vendors are listed under the VENDOR NAME field in one of two ways; as Individuals, or as Corporations. Individuals are listed Last name first. Look at JANET AALFS. Her last name is listed before her first name. Notice the gap between the last and first names. There are separate fields for the last name and the first name. Corporations ignore the two separate fields in the VENDOR NAME field. A corporation's name is simply keyed in across both fields, as the space is needed.

With an **R** still in the ACTION field,

Press **<ENTER>**.


ACTION: R SCREEN: VNAM M M A R S
*** VENDOR NAME INDEX ***
*** VENDOR ***
VENDOR NAME CODE ADDR
01- ABC INCORPORATED 030640004 0003
02- ABC TOYS 020202020 2027
03- ABC, INC. 425367989 0000
04- ABM\RDM TAX & ACCOUNTING SVC 123467890 0006
05- ABS DESIGNS 016466883 0008
06- ABT ASSOCIATES 399786776 0003
07- ACADEMIC PRESS IN C LONDON 000010178 0007
08- ACAROLOGIA 000010450 0005

Notice the Corporation names which are keyed across the last and first name fields.

The VENDOR CODE and ADDRESS fields also differ between individuals and corporations. The nine digit code for an individual is the individual's Social Security Number. The ADDRess code is the first four letters of the individual's last name. If an individual has a last name with less than four letters, the last letter should be repeated until the field is full.

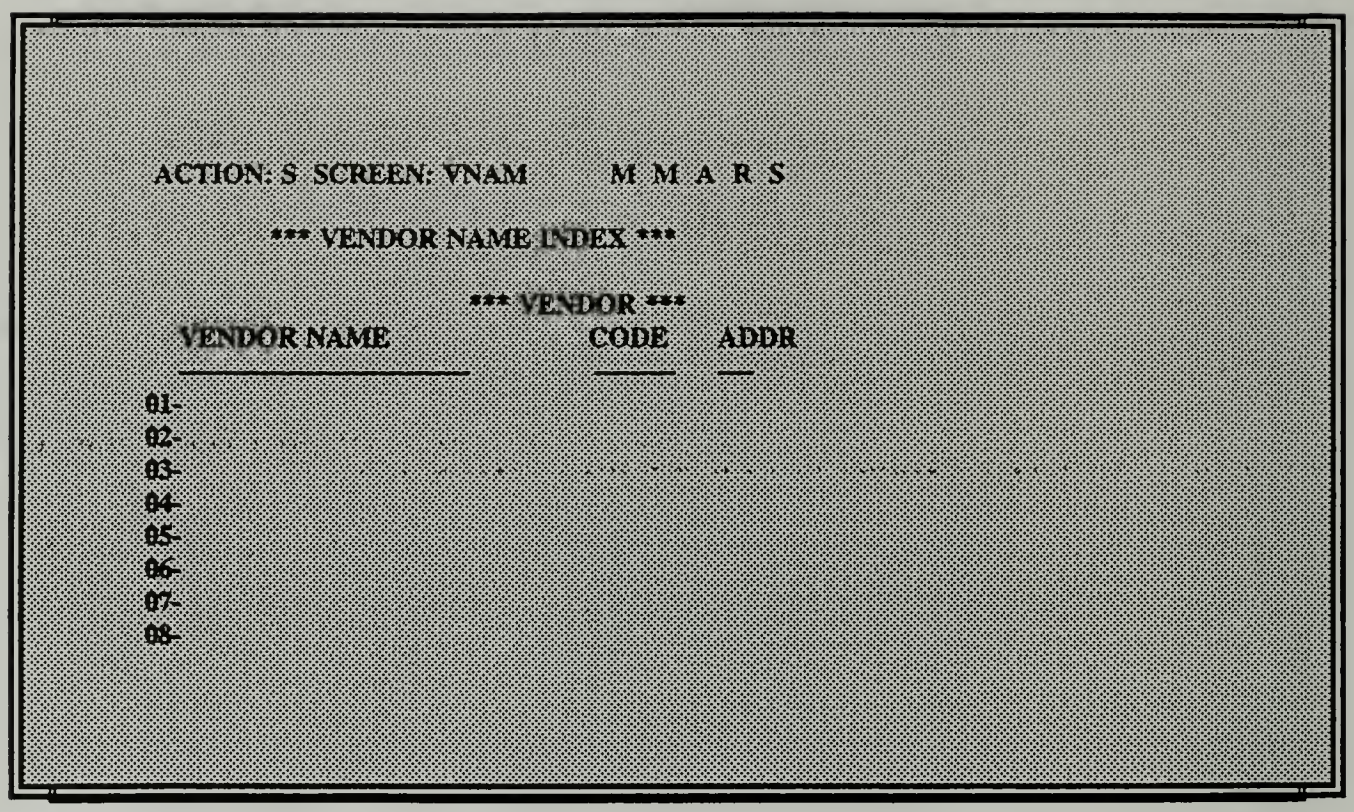
EX: DOE = DOEE

A Corporation uses their Federal I.D. number, (or FEIN-Federal Employment Identification Number), for the nine digit vendor code. The four digit ADDRess code is system generated.

Now that we know what all these fields represent, let's find a specific vendor, We'll search for Stephen C. Jones. We could continue to scroll until we reach him, but it would be impractical from a time standpoint. Instead, we will empty out the VENDOR NAME INDEX and start fresh.

Type **N** in the ACTION field and,

Press **<ENTER>**.



We now have a blank screen with an S in the ACTION field.

TAB to the first line of the Vendor Name field.

Since Stephen is an individual and not a corporation, we must enter the last name first. Do not be concerned with using upper and lower case letters, since all the listings will come through in upper case no matter how they're typed.

Type **jones** in the last name field.

TAB to first line of the Vendor Name field.

Type **stephen** in this field.

TAB to the middle initial field.

Type **c** in this field.

Press **<ENTER>**.

```
ACTION: R  SCREEN: VNAM       M M A R S

          *** VENDOR NAME INDEX ***

                                    *** VENDOR ***
  VENDOR NAME                                    CODE     ADDR
  ____________________                           _____    ____
  01- JONES          STEPHEN   C                 001405078 JONE
  02- JONES          TOM       S                 727727727 JONE
  03- JONES COMPANY                              029524072 0001
  04- JONES CORP.                                956424970 0001
  05- JONES INC                                  016304600 0001
  06- JONES JOHN CO                              019284385 0002
  07- JONES JOHN COM                             654700001 0007
  08- JONES MD       WARNER    E                 003288080 JONE
```

The file now fills up alphabetically with our selection listed first. The Vendor Code and Address Codes are now filled in. Notice the difference in listings between the individuals and the corporations.

SKILL CHECK

Locate **PAN AMERICAN HEALTH ORG** on the VNAM file.

MODULE II
Lesson 1
Topic 2

In This Lesson We Will Learn: System navigation of the VENDOR FILE, (VEND).

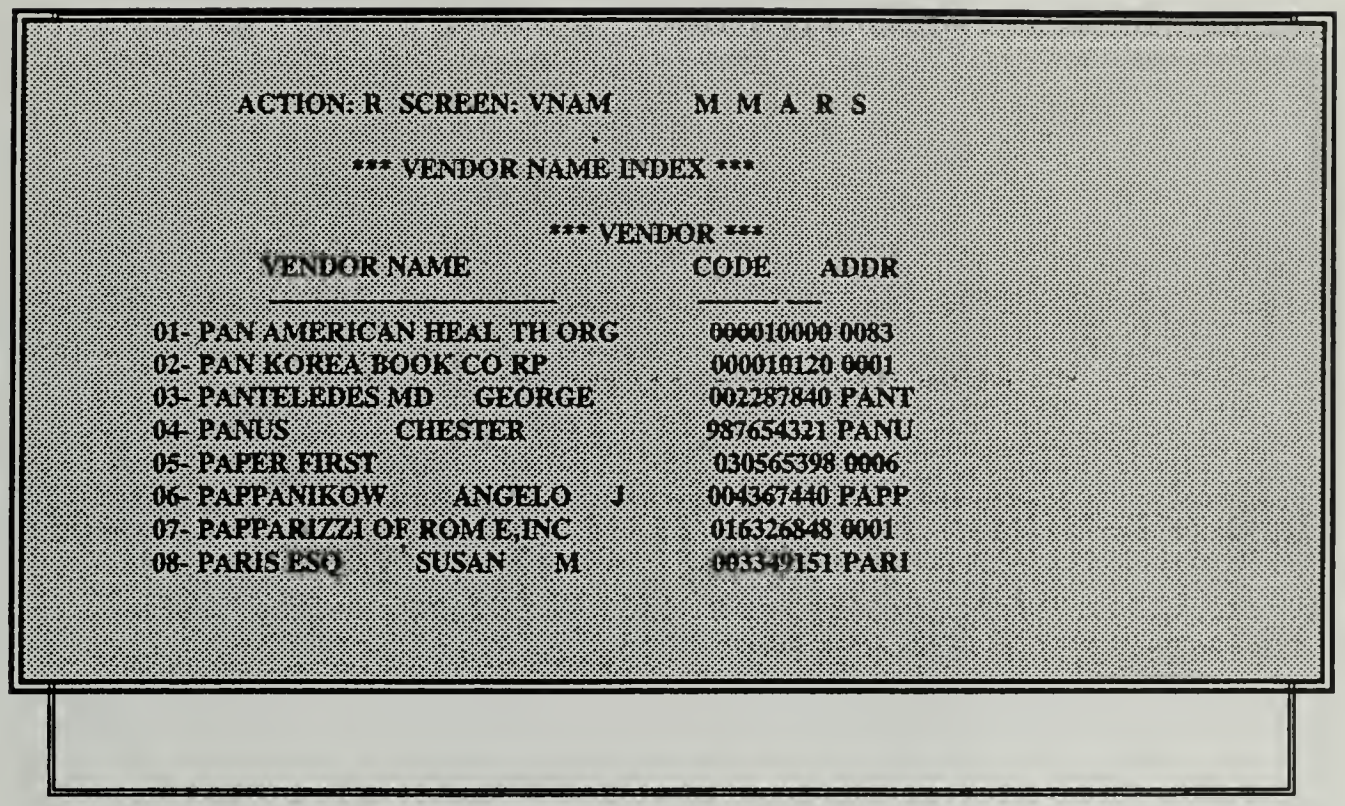
VENDOR FILE

PURPOSE: This table defines codes for vendors, organizations, and persons to which the Commonwealth makes payments. You can also define several miscellaneous codes to use for one-time or infrequently used vendors. Many of the descriptive codes will not be used initially.

The table includes vendor name and address, special indicators, and various payment dates for this vendor. The alternate address field should be used when liens are levied against a vendor and payments need to be re-rated.

UPDATES: This file is updated when vendors are added to the file or when vendor data is changed by the VU Transaction. For instance, if a lien has been levied against a vendor the L/L indicator must be turned on and the lien/levy address field must be completed. Expenditure Transactions, including payroll, also post amounts paid to the Vendor File during for year to date and for the prior year to date.

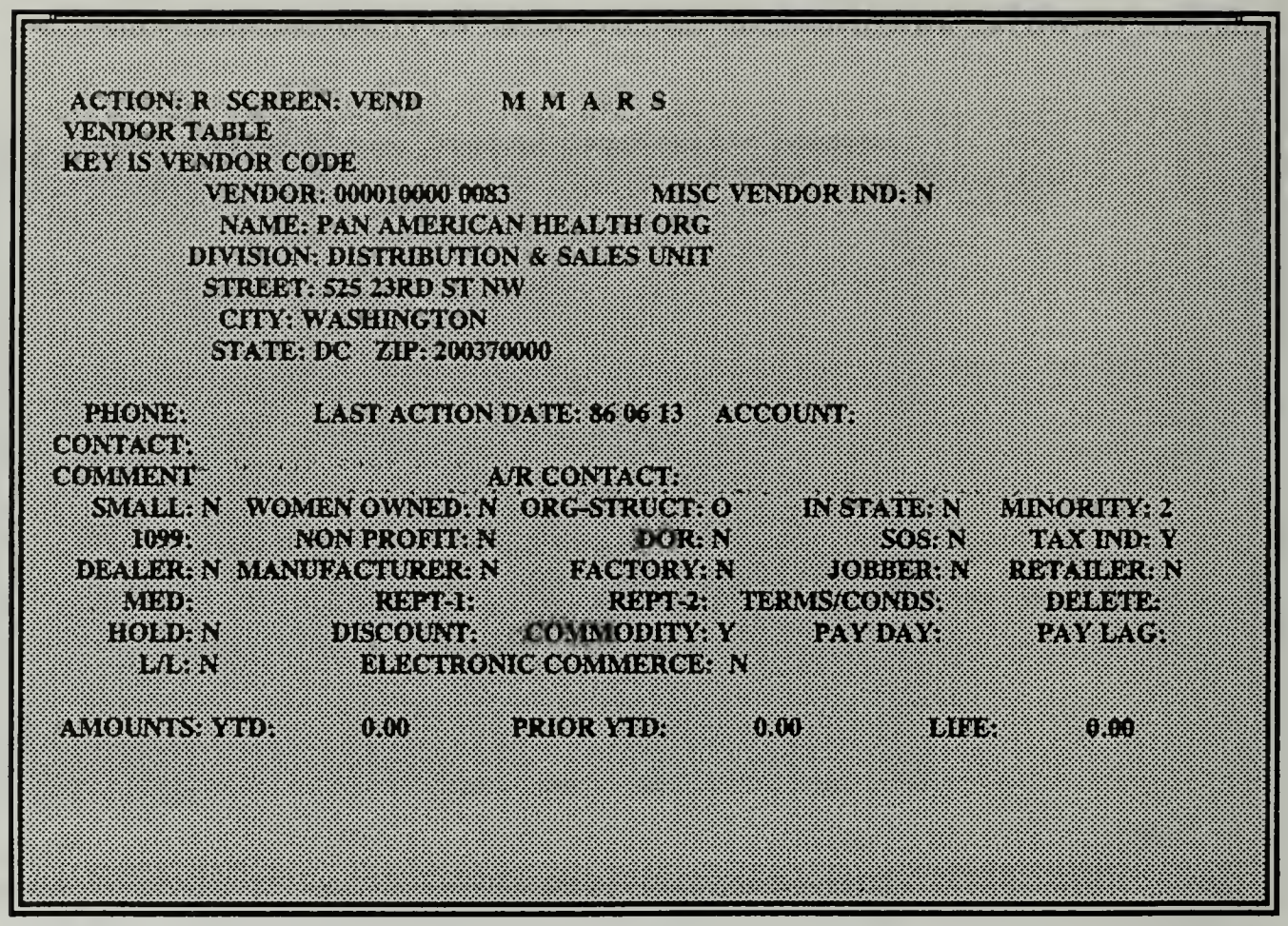
The **SKILL CHECK** in Topic 1 left you at the VENDOR NAME FILE. You should be looking at a screen with PAN AMERICAN HEALTH ORG as the first entry. If you have backed out of the system please get yourself up to this point.


ACTION: R SCREEN: VNAM M M A R S
*** VENDOR NAME INDEX ***
*** VENDOR ***
VENDOR NAME CODE ADDR
01- PAN AMERICAN HEAL TH ORG 000010000 0083
02- PAN KOREA BOOK CO RP 000010120 0001
03- PANTELEDES MD GEORGE 002287840 PANT
04- PANUS CHESTER 987654321 PANU
05- PAPER FIRST 030565398 0006
06- PAPPANIKOW ANGELO J 004367440 PAPP
07- PAPPARIZZI OF ROM E,INC 016326848 0001
08- PARIS ESQ SUSAN M 003349151 PARI

We can SUPER LEAF to the VENDOR TABLE.

Type **L** in the ACTION Field.

Press **<ENTER>**.


ACTION: R SCREEN: VEND M M A R S
VENDOR TABLE
KEY IS VENDOR CODE
VENDOR: 000010000 0083 MISC VENDOR IND: N
NAME: PAN AMERICAN HEALTH ORG
DIVISION: DISTRIBUTION & SALES UNIT
STREET: 525 23RD ST NW
CITY: WASHINGTON
STATE: DC ZIP: 200370000
PHONE: LAST ACTION DATE: 86 06 13 ACCOUNT:
CONTACT:
COMMENT A/R CONTACT:
SMALL: N WOMEN OWNED: N ORG-STRUCT: O IN STATE: N MINORITY: 2
1099: NON PROFIT: N DOR: N SOS: N TAX IND: Y
DEALER: N MANUFACTURER: N FACTORY: N JOBBER: N RETAILER: N
MED: REPT-1: REPT-2: TERMS/CONDS: DELETE:
HOLD: N DISCOUNT: COMMODITY: Y PAY DAY: PAY LAG:
L/L: N ELECTRONIC COMMERCE: N
AMOUNTS: YTD: 0.00 PRIOR YTD: 0.00 LIFE: 0.00

Notice the KEY on this screen. In VNAM we looked up our entries by their name. We could then find the vendor code for the name. On this file, we must enter the vendor code first. This is helpful when you're searching for a vendor who insists they are on the file and you can't find them by name. If they are an individual, you may enter their social security number. If they are a corporation, you may enter the FEIN, (Federal Employment Identification Number). This will show if they are really on file, and by what name.

The ACTION field now has an **R**, for refill, in it. Remember that the KEY to the VEND file is the VENDOR CODE. This information is arranged in numeric sequence. Scrolling forward will bring you to the next VENDOR CODE in number order. The alphabetical tie you saw on VNAM does not exist in this file.

SUPER LEAF carried over the first listing from the VNAM screen.

What if we didn't want to see the first listing, but instead, something farther down the list?

SUPER LEAF back to VNAM.

```
ACTION: R  SCREEN: VNAM       M M A R S

          *** VENDOR NAME INDEX ***

                                    *** VENDOR ***
   VENDOR NAME                                      CODE      ADDR
   ------------------------------                   ---------  ----
01- PAN AMERICAN HEAL TH ORG                        000010000 0083
02- PAN KOREA BOOK CO RP                            000010120 0001
03- PANTELEDES MD          GEORGE                   002287840 PANT
04- PANUS                  HESTER                   987654321 PANU
05- PAPER FIRST                                     030565398 0006
06- PAPPANIKOW             ANGELO   J               004367440 PAPP
07- PAPPARIZZI OF ROM E,INC                         016326848 0001
08- PARIS ESQ              SUSAN    M               003349151 PARI
```

This time, let's SUPER LEAF to VEND and see the information for PAPER FIRST.

Type **L** in the ACTION field.

Press **F9** until the cursor sits under the first letter of the company name.

Press **<ENTER>**.

```
ACTION: R  SCREEN: VEND        M M A R S
VENDOR TABLE
KEY IS VENDOR CODE
          VENDOR: 030565398 0006          MISC VENDOR IND: N
          NAME: PAPER FIRST
          DIVISION:
          STREET: 100 COMMONWEALTH AVE
          CITY: BOSTON
          STATE: MA   ZIP: 02114

  PHONE:          LAST ACTION DATE: 88 04 04   ACCOUNT:
CONTACT:
COMMENT                          A/R CONTACT:
   SMALL: N   WOMEN OWNED: N   ORG-STRUCT: C      IN STATE: Y   MINORITY:
     1099:          NON PROFIT: N          DOR: Y        SOS: Y    TAX IND:
  DEALER:    MANUFACTURER:          FACTORY:        JOBBER:      RETAILER:
     MED:              REPT-1:          REPT-2:  TERMS/CONDS:       DELETE:
    HOLD:          DISCOUNT:      COMMODITY:       PAY DAY:      PAY LAG:
     L/L:                    ELECTRONIC COMMERCE: N
AMOUNTS: YTD:    75.00              PRIOR YTD:    0.00              LIFE:   75.0
```

Now we are at the VEND file with information filled in for PAPER FIRST.

SUPER LEAF back to VNAM.

```
ACTION: R  SCREEN: VNAM       M M A R S

          *** VENDOR NAME INDEX ***

                                  *** VENDOR ***
   VENDOR NAME                                    CODE      ADDR
   ____________________                           _____     ____
01- PAPER FIRST                                   030565398 0006
02- PAPPANIKOW          ANGELO    J               004367440 PAPP
03- PAPPARIZZI OF ROM E,INC                       016326848 0001
04- PARIS ESQ           SUSAN     M               003349151 PARI
05- PARKER              ROBERT                    004367306 PARK
06- PARKER              ROBERT    C               004363706 PARK
07- PARKER MD           FLETCHER  L               001260108 PARK
08- PARKER-RUIZ INC.                              031545618 0001
```

Notice that PAPER FIRST is now the first entry on the file.

SUPER LEAFING between the files is used a lot to locate the correct vendor code when making payments to vendors who have multiple listings. It's important to be certain that the payment check will be sent to the correct address. The address on the VEND file is where the check will go.

Let's try it on a vendor with multiple listings.

Select NEW ENGLAND TELEPHONE on the VNAM file.

```
ACTION: R  SCREEN: VNAM        M M A R S

          *** VENDOR NAME INDEX ***

                                    *** VENDOR ***
  VENDOR NAME                                    CODE      ADDR
  ____________________                           ____      ____
01- NEW ENGLAND TELEP HONE                  041664340 0008
02- NEW ENGLAND TELEP HONE                  041664340 0041
03- NEW HAMPSHIRE                           020387887 0008
04- NEWELL BURYING GR OUNDS                 000010000 0130
05- NEWHARD              TIMOTHY            004587448 NEWH
06- NGUY   CHAU                             030616289 0001
07- NHK INTERNATIONAL  INC                  000010417 0005
08- NIBONDH & CO LTD                        000010115 0003
```

Notice the **FEIN** number is the same for both listings. Only the Address Code differs. This means we are looking at two listings for the same company, with two different REMIT TO addresses.

SKILL CHECK

We have received a bill from NEW ENGLAND TELEPHONE. The REMIT TO address is in Braintree, MA. Which vendor code should we place on our Payment Voucher to insure that the check will go to Braintree?

Use SUPER LEAF and the F9 key, to go back and forth between VNAM and VEND until you have located the correct address.

The following is a description of the fields in the VEND screen:

VENDOR CODE The unique vendor code. Inferred from the VU.

MISC VENDOR INDICATOR Y indicates that this is a miscellaneous vendor. An example of one would be the code used by colleges to refund money to students when classes are canceled. The same Miscellaneous vendor code goes on all the checks since the students are not listed on the vendor file with vendor numbers of their own. A N indicates that this is not a miscellaneous vendor. The N is the most common entry.

VENDOR NAME The vendor's last name:

VENDOR NAME 2 Inferred from the VU.

VENDOR NAME 3 The middle name or initial of the vendor.

VENDOR ADDRESS LINES A complete address is required on line 1 or 2 as needed. If this line is defining a miscellaneous vendor category, the address will not be coded. Inferred from the VU.

VENDOR PHONE The phone number (including area code) for this vendor.

ALTERNATE NAME/ADDRESS If the lien/levy flag is **Y**, this is the third party address to which this vendor's check is sent. Inferred from the VU.

LAST ACTION DATE The date on which this record was last updated, by a vendor maintenance form or by posting of a payment to this record.

ACCOUNT Inferred from the VU.

CONTACT The name of a person that should be requested when contacting the vendor.

COMMENT Any useful notes about this vendor that have been entered.

A/R CONTACT The name of a person in the accounts receivable department to be requested when calling on this vendor.

"S"-SMALL A flag to indicate whether or not this vendor is a small business.

"W"-WOMEN OWNED A flag to indicate whether or not this vendor is women owned.

ORG STRUCTURE Inferred from the VU.

IN-STATE	A flag to indicate whether or not this vendor is located within the Commonwealth.
"M"-MINORITY	A flag to indicate whether or not this vendor is a minority vendor. You may cross travel to the Minority Type Table, (MTYP), to look up the meaning of the code displayed in this field.
1099	A flag to indicate whether or not this vendor requires a 1099 form.
NON-PROFIT	Required. A flag to indicate if this vendor is a nonprofit organization: "Y" if yes, "N" if no.
DOR	A flag to indicate this vendor's tax standing with the Massachusetts Department of Revenue.
SOS	A flag to indicate whether or not this vendor has been approved by the Secretary of State.
TAX-IND	A flag to indicate whether or not this vendor pays Commonwealth taxes.
DEALER	A flag to indicate whether or not this vendor is a dealer.
MANUFACTURER	A flag to indicate whether or not this vendor is a manufacturer.
FACTORY	A flag to indicate whether or not this vendor's address is a factory.
JOBBER	A flag to indicate whether or not this vendor's address is a jobber.
RETAILER	A flag to indicate whether or not this vendor is a retailer.
MED:	A flag to indicate contracted employees of the commonwealth who need medicare taxes taken from their pay.
REPT-1	This is a user-defined field to be used to indicate any special characteristics.
REPT-2	This is a second user-defined field to be used to indicate any special characteristics.
TERMS/CONDS:	A flag to indicate whether or not the vendor has a signed temrs and conditions form on file.

DELETE	A flag to indicate that the Vendor has been marked for deletion
HOLD	A flag to indicate whether or not this vendor is a small business.
DISCOUNT	A flag to indicate whether or not you have a discount with this vendor.
COMMODITY	A flag to indicate whether or not this vendor supplies a commodity.
PAY DAY	The day of the month that this vendor is paid.
PAY LAG	If not supplied, the system default is used. Enter the number of days from the transaction date within which payment should be sent to the vendor.
LIENS & LEVIES	A flag to indicate whether this vendor's check should be held or sent to a third party to discharge a lien or levy against this vendor.
ELECTRONIC COMMERCE	A flag to indicate whether this vendor receives payment electronically. One of the following codes will appear: **G** indicates that a request was generated **P** indicates that a request is pending **C** indicates that a request has been completed and approved **R** indicates that a request was rejected **N** indicates payee did not request EFT
AMOUNTS	Running totals of payments to this vendor: 1) year to date, 2) last year, and 3) total of all payments to this vendor since inception of MMARS.

MODULE II
Lesson 2
Topic 1

In This Lesson we will Learn: The policy and procedure involved in completing a Vendor Update (VU), form. This will be your first **TABLE MAINTENANCE ACTION**.

TABLE MAINTENANCE ACTIONS

Table Maintenance Actions are one of the two types of inputs of the MMARS system. They differ from MMARS Transactions in that Table Maintenance Actions have no effect on any of MMARS financial files.

VENDOR FILE

GENERAL PROCEDURES

MMARS will not accept a vendor identification number on an input form unless the vendor code is already entered on the MMARS vendor file.

To enter information about a vendor into MMARS, a Vendor Update Form is used. Before completing a form to add a new vendor to the vendor file:

1. The department should check the vendor file to ensure that the Vendor is not already on file.
2. The department should have received a completed W-8, (Certificate of Foreign Status) or W-9, (Request for Taxpayer Identification Number and Certification), form from the vendor. (See Appendix for copies of W-8 and W-9 forms)
3. The department should have received a completed form for Electronic Commerce for vendors wanting to be paid electronically.
4. The department should have received a completed Commonwealth Terms and Conditions form.

The department completes a Vendor Update form and enters information from the form on the VU screen.

VENDOR UPDATE FORM COMPLETION INSTRUCTIONS

This section is made up of a field by field description on how to complete the Vendor Update form. Please take a blank Vendor Update form from your training packet and complete it as we go through the instructions.

Good luck!

VENDOR UPDATE INPUT FORM

The Commonwealth of Massachusetts
Office of the Comptroller

Department/ Organization Name

Document ID

Trans	Dept	R/Org	Number	VU Date	Action: Entry (E) Modify (M) Delete (D)
VU					

Special data entry or processing handling requirements. Check applicable items.

- Foster Parent ____
- Board Member ____
- Organ Transplant Recipient ____
- State Employee* ____
- Landtaking ____
- Expedite** ____

*: Attach Ethics Commission Waiver.
**: Attach a memo showing why this VU requires special handling.

Vendor Code	Misc Vend Ind	Alpha Name Type	
	N	I = Individual B = Business	

Vendor Last Name *1	Vendor First Name	Vendor MI

Division

Street	City	State	Zip Code

Vendor Phone/Ext.	Contact	Account	Comments

Org. Struct.	In State (Y or N)	Non-Profit (Y or N)	Tax Ind. (Y or N)	Medicare (Y or N)

*1: If Alpha Name Type = "B", enter the business's name across the Last Name, First Name, MI fields. The Division field can be used as a continuation for the name.

Rejected By: _____

Date Rejected: _____

See attached VU rejection form

Prepared By: _____ Title: _____ Date: _____

Approved By: _____ Title: _____ Date: _____ Tel. #: _____

Entered By: _____ Title: _____ Date: _____

FIELD NAME AND DESCRIPTION

DEPARTMENT/ORGANIZATION NAME

Required. Enter the name of the department and organizational unit preparing this form.

For training purposes we will be working with The Dept of Fun/Business Office.

DOCUMENT ID

Required. Enter the document identification number on the form, which is comprised of:

TRANS
the preprinted transaction code (VU for Vendor Update);

DEPT
the three-position code for the department submitting this form; in Training, we will use the Dept. of **FUN**.

R/ORG
the four-position code for the organizational unit submitting this form; In Training, we will use **1000**.

NUMBER
the seven-digit number assigned to the document. This number is preprinted on most MMARS documents. When we must fill it in ourselves, there is a suggested procedure to create the number.

The first number is the last digit of the Fiscal Year.

The next three numbers are the Julian date.

The last three numbers are the sequence your office is using in the document log book. The first document is usually **001**. The next would be **002**, etc.

See your instructor for the Training Document ID number assigned to you.

VENDOR UPDATE INPUT FORM

The Commonwealth of Massachusetts
Office of the Comptroller

Department/ Organization Name

Document ID					
Trans	Dept	R/Org	Number	VU Date	Action: Entry (E) Modify (M) Delete (D)
VU					

If submitting paperwork, Check applicable items.

- Foster Parent ____
- Board Member ____
- Organ Transplant Recipient ____
- State Employee* ____
- Landtaking ____
- Expedite** ____

*: Attach Ethics Commission Waiver.
**: Attach a memo showing why this VU requires special handling.

Vendor Code	Misc Vend Ind	Alpha Name Type	
	N	I = Individual B = Business	

Vendor Last Name *1	Vendor First Name	Vendor MI

Division	

Street	City	State	Zip Code

Vendor Phone/Ext.	Contact	Account	Comments

Org. Struct.	In State (Y or N)	Non-Profit (Y or N)	Tax Ind. (Y or N)	Medicare (Y or N)

*1: If Alpha Name Type = "B", enter the business's name across the Last Name, First Name, MI fields. The Division field can be used as a continuation for the name.

Rejected By: _____
Date Rejected: _____
See attached VU rejection form

Prepared By: _____ Title: _____ Date: _____
Approved By: _____ Title: _____ Date: _____ Tel. #: _____
Entered By: _____ Title: _____ Date: _____

VU DATE

Required. Enter the date that you want to associate with the transaction, (usually the current date) in month-day-year format (e.g. March 1 is entered 03 01 95). In training, we will use today's date.

ACTION

Required. Enter the appropriate action code:

E = entry of a new vendor update form; or
M = modification of an existing vendor record.

We are entering a new vendor update form, so place an **E** in the ACTION box.

VENDOR UPDATE INPUT FORM

The Commonwealth of Massachusetts
Office of the Comptroller

Department/ Organization Name

Document ID

Trans	Dept	R/Org	Number	VU Date	Action: Entry (E) Modify (M) Delete (D)
VU					

Handling requirements: Check applicable items.

- Foster Parent ____
- Board Member ____
- Organ Transplant Recipient ____
- State Employee* ____
- Landtaking ____
- Expedite** ____

*: Attach Ethics Commission Waiver.
**: Attach a memo showing why this VU requires special handling.

Vendor Code	Misc Vend Ind	Alpha Name Type	
	N	I = Individual B = Business	

Vendor Last Name*	Vendor First Name*	Vendor MI

Division

Street	City	State	Zip Code

Vendor Phone/Ext.	Contact	Account	Comments

Org. Struct.	In State (Y or N)	Non-Profit (Y or N)	Tax Ind. (Y or N)	Medicare (Y or N)

*1: If Alpha Name Type = "B", enter the business's name across the Last Name, First Name, MI fields. The Division field can be used as a continuation for the name.

Rejected By: _____

Date Rejected: _____

See attached VU rejection form

Prepared By: _____ Title: _____ Date: _____

Approved By: _____ Title: _____ Date: _____ Tel. #: _____

Entered By: _____ Title: _____ Date: _____

VENDOR CODE

Required. Enter a unique code that will be used to identify this vendor on transactions. The first nine characters are composed of the vendor's Social Security number or Federal Employer Identification number. For individuals, the final four characters are composed of the first four letters of the vendor's last name. If the individual's last name is less than four digits, repeat the last digit until all four spaces are completed (i.e., Fox becomes Foxx). For corporations or partnerships, a three-digit address code (e.g., 000) is entered. The system automatically calculates the last digit. The use of the address code allows multiple vendor addresses to be entered on the vendor file.

For Training, make up your own unique vendor number. Please don't use your correct Social Security Number. Change a couple of digits. Let's enter an individual who will work as a Contractor for the State. This means we will need to use the first four letters of his last name as part of the vendor number.

MISC VENDOR INDICATOR

Enter "**Y**" (yes) if this form is defining a miscellaneous category of vendors, with a miscellaneous name and no address. Enter "**N**" (no) if this form is not identifying a miscellaneous vendor. Requests for miscellaneous vendor codes must be justified as to use.

For Training, we are not using a miscellaneous vendor, so we will enter a N, for NO in this field.

See the Appendix of MODULE II for a complete description of what a miscellaneous vendor code is, and how it is obtained.

ALPHA NAME TYPE
Required

I = Individual People who work for the State and are paid out of a Contractor payroll, (special employees), would be listed in the Vendor Name File as Individuals. This triggers the system to take out the appropriate taxes from their pay and issue a W-2 at the end of the year.

B = Business Vendors who provide goods or services for the state, but are not special employees of the state. This triggers the system to issue a 1099 form for tax purposes, at the end of the year.

We will use a special employee on our first training VU. Place an I in this box.

VENDOR UPDATE INPUT FORM

The Commonwealth of Massachusetts
Office of the Comptroller

Department/ Organization Name

Document ID					
Trans	Dept	R/Org	Number	VU Date	Action: Entry (E) Modify (M) Delete (D)
VU					

Identifying Information: Check applicable items.

- Foster Parent ____
- Board Member ____
- Organ Transplant Recipient ____
- State Employee* ____
- Landtaking ____
- Expedite** ____

*: Attach Ethics Commission Waiver.
**: Attach a memo showing why this VU requires special handling.

Vendor Code	Misc Vend Ind	Alpha Name Type	
	N	I = Individual B = Business	

Vendor Last Name *1	Vendor First Name	Vendor MI

Division

Street	City	State	Zip Code

Vendor Phone/Ext.	Contact	Account	Comments

Org. Struct.	In State (Y or N)	Non-Profit (Y or N)	Tax Ind. (Y or N)	Medicare (Y or N)

*1: If Alpha Name Type = "B", enter the business's name across the Last Name, First Name, MI fields. The Division field can be used as a continuation for the name.

Rejected By: _____
Date Rejected: _____
See attached VU rejection form

Prepared By: _____ Title: _____ Date: _____
Approved By: _____ Title: _____ Date: _____ Tel. #: _____
Entered By: _____ Title: _____ Date: _____

[redacted]

VENDOR LAST NAME/VENDOR FIRST NAME/VENDOR MIDDLE NAME

Required. If this vendor is an individual, enter the last name, first name, and then middle initial. If the vendor is a business, simply enter the name across all three fields.

For Training, make up your vendor name using the instructions above. We will set up an Individual Contractor as the Vendor on this first VU.

VENDOR ADDRESS

Required. This is required for non-miscellaneous vendors. Enter the complete address of the vendor as you would like it printed on the check.

For Training, make up your vendor's address.

VENDOR UPDATE INPUT FORM

The Commonwealth of Massachusetts
Office of the Comptroller

Department/ Organization Name

Document ID					
Trans	Dept	R/Org	Number	VU Date	Action: Entry (E) Modify (M) Delete (D)
VU					

Check all boxes for applicable special handling. Check applicable items.

- Foster Parent ____
- Board Member ____
- Organ Transplant Recipient ____
- State Employee* ____
- Landtaking ____
- Expedite** ____

*: Attach Ethics Commission Waiver.
**: Attach a memo showing why this VU requires special handling.

Vendor Code	Misc Vend Ind	Alpha Name Type	
	N	I = Individual B = Business	

Vendor Last Name *1	Vendor First Name	Vendor MI

Division	

Street	City	State	Zip Code

Vendor Phone/Ext.	Contact	Account	Comments

Org Override	W-9 Sent (Y or N)	Note Print (Y or N)	Text Ltr. (Y or N)	Reminder (Y or N)

*1: If Alpha Name Type = "B", enter the business's name across the Last Name, First Name, MI fields. The Division field can be used as a continuation for the name.

Rejected By: _____
Date Rejected: _____
See attached VU rejection form

Prepared By: _____ Title: _____ Date: _____
Approved By: _____ Title: _____ Date: _____ Tel. #: _____
Entered By: _____ Title: _____ Date: _____

PHONE NUMBER

Optional. Enter the phone number of the vendor.

This area should be filled in. For Training, make up a phone number. It must include an area code. The format should be as; 617-772-5000.

CONTACT

Optional. Enter the name of a person that should be requested when contacting the vendor.

ACCOUNT **Leave blank.**

COMMENTS **Leave blank.**

VENDOR UPDATE INPUT FORM

The Commonwealth of Massachusetts
Office of the Comptroller

Department/ Organization Name

Document ID

Trans	Dept	R/Org	Number	VU Date	Action: Entry (E) · Modify (M) · Delete (D)
VU					

Vendor Code | Misc Vend Ind: N | Alpha Name Type: I = Individual B = Business

Vendor Last Name *1 | Vendor First Name | Vendor MI

Division

Street | City | State | Zip Code

Vendor Phone/Ext. | Contact | Account | Comments

Org. Struct.	In State (Y or N)	Non-Profit (Y or N)	Tax Ind. (Y or N)	Medicare (Y or N)

*1: If Alpha Name Type = "B", enter the business's name across the Last Name, First Name, MI fields. The Division field can be used as a continuation for the name.

[redacted] Check applicable boxes:

- Foster Parent ____
- Board Member ____
- Organ Transplant Recipient ____
- State Employee* ____
- Landtaking ____
- Expedite** ____

*: Attach Ethics Commission Waiver.
**: Attach a memo showing why this VU requires special handling.

Rejected By: _____
Date Rejected: _____
See attached VU rejection form

Prepared By: _____ Title: _____ Date: _____
Approved By: _____ Title: _____ Date: _____ Tel. #: _____
Entered By: _____ Title: _____ Date: _____

[redacted] _____

ORG STRUCTURE

Required.

G = government;
I = individual; (person working for the State as a Contractor)
P = partnership;
C = incorporated;
S = state-owned;
F = foreign address;
T = trust; or
O = other

For training purposes choose the code which applies to the individual vendor.

IN-STATE

Required. Enter "**Y**" (yes) or "**N**" (no) to indicate whether or not this vendor is located within the Commonwealth.

NON-PROFIT

Required. Enter an"**N**" (no) to indicate whether this vendor is non-profit. This status can only be set to a "Y" by the Secretary of State's office

TAX IND

Optional. Defaults to a "**Y**" (yes). Look at the Organization Structure Box. If the Org Structure is an **O**, for Other, or a **C**, for Incorporated, put an **N**, (no) in this box to indicate whether or not this vendor pays Commonwealth taxes.

MEDICARE

Required. List "**Y**" for those who will be paid as consultants but
who are considered employees for purposes of federal Medicare tax

For training purposes, this individual Vendor should have a Y entered in this field.

VENDOR UPDATE INPUT FORM

The Commonwealth of Massachusetts
Office of the Comptroller

Department/ Organization Name

Document ID					
Trans	Dept	R/Org	Number	VU Date	Action: Entry (E) Modify (M) Delete (D)
VU					

Identifying Involvement (Check applicable boxes)

- Foster Parent ____
- Board Member ____
- Organ Transplant Recipient ____
- State Employee* ____
- Landtaking ____
- Expedite** ____

*: Attach Ethics Commission Waiver.
**: Attach a memo showing why this VU requires special handling.

Vendor Code	Misc Vend Ind	Alpha Name Type	
	N	I = Individual B = Business	

Vendor Last Name*	Vendor First Name	Vendor MI

Division	

Street	City	State	Zip Code

Vendor Phone/Ext.	Contact	Account	Comments

Org. Struct.	In State (Y or N)	Non-Profit (Y or N)	Tax Ind. (Y or N)	Medicare (Y or N)

*L: If Alpha Name Type = "B", enter the business's name across the Last Name, First Name, MI fields. The Division field can be used as a continuation for the name.

Rejected By: _____
Date Rejected: _____
See attached VU rejection form

Prepared By: _____ Title: _____ Date: _____
Approved By: _____ Title: _____ Date: _____ Tel. #: _____
Entered By: _____ Title: _____ Date: _____

[redacted] _____

PREPARED BY

Required. Must be signed by the person preparing the form. Include the job title of the person preparing the form and the date on which the form is prepared and a telephone number at which the prepared can be contacted.

APPROVED BY

Required. Must be signed by the department head (or his/her designee). Include the job title of the person approving the form and the date on which the form is approved.

ENTERED BY

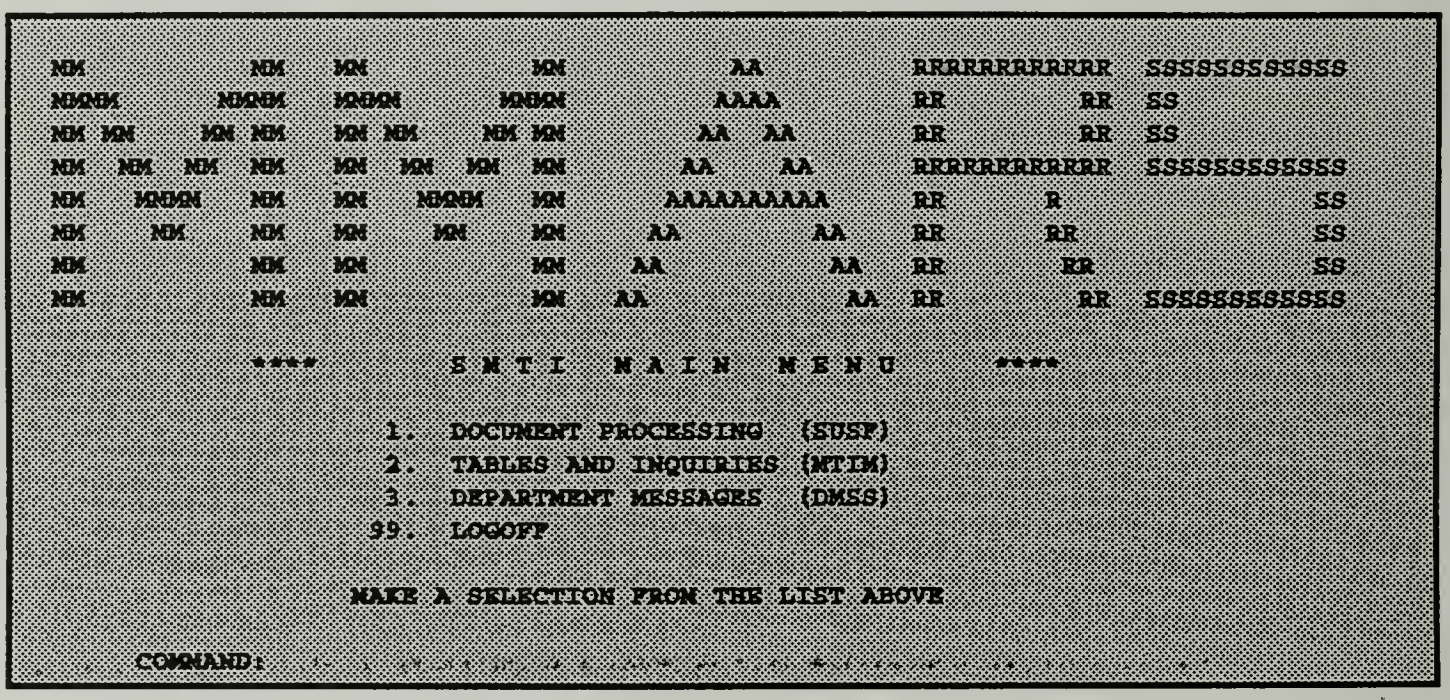
Required. Should be signed by the person who enters information from this form into MMARS. Include the job title of the person performing data entry and the data on which the data entry is performed.

MODULE II
Lesson 2
Topic 2

In This Lesson We Will Learn: How to enter a VU document into the MMARS system.

Now that we have filled out our Vendor Update paperwork and have our back-up form from the vendor, (W-8 or W-9), Terms and Conditions form, and electronic banking form, we are ready to enter our document into MMARS.

If you have logged out of MMARS Training, please log back in. Choose selection 1, (Document Processing), from the Training Main Menu.


S M T I M A I N M E N U ****
1. DOCUMENT PROCESSING (SUSP)
2. TABLES AND INQUIRIES (MTIM)
3. DEPARTMENT MESSAGES (DMSG)
99. LOGOFF
MAKE A SELECTION FROM THIS LIST ABOVE
COMMAND:

Type **1** in the COMMAND field.

Press **<ENTER>.**

```
ACTION: R SCREEN: SUSF     M M A R S          10/26/96 15:21:2
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
      S
      E ----BATCH ID----- -----DOCUMENT ID-------                  LAST    LAST
      L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
      - ---- ---- ------ ---- ---- ------------ ----- ----- ------- -------
00-
01-   .    .    .       AC   CAT  1000 4232JPN PEND3 0YA00 950624 CTRAC4
02-   .    .    .       AC   FUN  1000 4143JKO PEND3 00A00 950524 CTRTR1
03-   .    .    .       AC   FUN  1000 4143KMP PEND3 0YA00 950524 CTRTR1
04-   .    .    .       AC   FUN  1000 4143MCP PEND3 00A00 950524 CTRTR1
05-   .    .    .       AC   FUN  1000 4143TSS PEND3 0YA00 950524 CTRTR1
06-   .    .    .       AL   FUN  1000 4142JSD PEND3 0YA00 950629 CTRABD
07-   .    .    .       AL   FUN  1000 4143GFM HELD  00000 951025 CTRABD
08-   .    .    .       AL   FUN  1000 5225PSD PEND3 00A00 950812 DSSBQD
09-   .    .    .       AL   FUN  4000 5182JPN DONE  0YYYY 950701 CTRABD
10-   .    .    .       CB   FUN  1000 4069DLH HELD  0000A 951025 CTRTR1
11-   .    .    .       CB   FUN  1000 4236VFW REJCT 0000Y 930920 MTSTRA
12-   .    .    .       CB   FUN  1000 4334PAM REJCT 00000 951020 CTRAGN
13-   .    .    .       CB   FUN  1000 6164MCC PEND5 0000A 950613 OFCAEN
```

You should now be at the screen titled;

DOCUMENT SUSPENSE FILE INQUIRY.

Your cursor should be blinking in the **ACTION** field. Make sure there is an **S** or an **R** in the Action field.

TAB to the **FUNCTION** field.

Type **NEW** in the **FUNCTION** field.

Every function done from the Suspense File must have a command entered in the **FUNCTION** field. The process will not occur without a command. See your MMARS Command Card for a list

Your cursor should be blinking in the **ACTION** field. Make sure there is either an **S** or an of SUSF Function Commands.

Tab down to **Line 00**.

This is where the Document ID number is keyed. Line 00 is only used for document processing or locating a document from SUSF. Notice the two "**Umbrellas**" of information above line **00**. The first group is for Batch ID's. The second is for Document ID's. We will deal with individual documents, and **NOT** batches.

Press **TAB** until the cursor is directly under the **TRAN** field of the **DOCUMENT ID** umbrella.

You should have your completed VU document in front of you. Notice the four fields of information requested,

TRAN: DEPT: ORGN: NUMBER: ,

are in the same order as your paperwork. These fields make up your Document ID.

Before we begin: **WARNING!** Do not touch the **<ENTER>** key unless you are told to. Use the **<TAB>** key to move from field to field if the cursor doesn't take you to the next field.

Type in the information for the **DOC ID** fields.

On this screen, notice the cursor will jump from field to field by itself. You will not have to TAB or press ENTER. Just key the information as it appears in the DOC ID of your written document.

```
ACTION: R  SCREEN: SUSF          M  M  A  R  S              10/26/96 15:41:1
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION: NEW
     S
     E  ----BATCH ID----  -----DOCUMENT ID-------                 LAST   LAST
     L  TRAN DEPT NUMBER  TRAN DEPT ORG  NUMBER   STAT  APPRV  DATE   USER
     -  ---- ---- ------  ---- ---- ---- -------- ----- ----- ------ ------
 00-                     VU   FUN  1000 5299KED
 01-   .    .    .       AC   CAT  1000 4232JPM  PEND3 OYA00 950624 CTRAC4
 02-   .    .    .       AC   FUN  1000 4143JKO  PEND3 00A00 950524 CTRTR1
 03-   .    .    .       AC   FUN  1000 4143KMP  PEND3 OYA00 950524 CTRTR1
 04-   .    .    .       AC   FUN  1000 4143NCP  PEND3 00A00 950524 CTRTR1
 05-   .    .    .       AC   FUN  1000 4143TSS  PEND3 OYA00 950524 CTRTR1
 06-   .    .    .       AL   FUN  1000 4142JSD  PEND3 OYA00 950629 CTRABD
 07-   .    .    .       AL   FUN  1000 4143GFM  HELD  00000 951025 CTRABD
 08-   .    .    .       AL   FUN  1000 5225PSD  PEND3 00A00 950812 DSSBQD
 09-   .    .    .       AL   FUN  4000 5182JPM  DONE  OYYYY 960701 CTRABD
 10-   .    .    .       CB   FUN  1000 4069DLH  HELD  0000A 951025 CTRTR1
 11-   .    .    .       CB   FUN  1000 4236VFW  REJCT 0000Y 930920 MTSTRA
 12-   .    .    .       CB   FUN  1000 4334PAM  REJCT 00000 951020 CTRAGW
 13-   .    .    .       CB   FUN  1000 6164MCC  PEND5 0000A 950613 OFCAEN
```

Once your DOC ID is keyed,

Press <ENTER>.

```
FUNCTION:                    DOCID: VU FUN 1000 5299KED        10/26/96 15:50:2
                              BATID:                           STATUS:
                                 VENDOR UPDATE DOCUMENT
     VU DATE:                              ACTION:
 VENDOR CODE:                    MISC VENDOR IND:
 ALPHABETIC NAME-TYPE :    (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

 NAME:  LAST:                    FIRST:            MIDDLE:
 DIVISION:
   STREET:
     CITY:
       ST:    ZIP:

   PHONE:
 CONTACT:                                          ACCOUNT:
 COMMENT:                                      A/R CONTACT:
TRAMSIT NUMBER:              BANK ACCOUNT:                    TYPE OF ACCOUNT:

                              ORG STRUCT: I      IN STATE: Y          L/L:
  1099:       NON PROFIT:         DOR:             SOS:        TAX IND:
DEALER:     MANUFACTURER:       FACTORY:         JOBBER:      RETAILER:
   MED:           REPT-1:        REPT-2:     TERMS/CONDS:      EFT/EBT:
  HOLD:         DISCOUNT:     COMMODITY:         PAY DAY:      PAY LAG:
```

This will bring you to the second page of the Document Screen. Notice the KEY information you entered on the suspense file has carried over to this screen. This second screen is the last document screen for VU's. This is an update to a Table. No previous information on this vendor exists. We must enter everything we filled in on the Vendor Update form. Pay particular attention to the field your cursor jumps to after each entry of information. Use the TAB key to skip past fields which you do not enter.

Type in the rest of the VU on this document screen.

There are some fields on this screen which weren't on the VU form. They are:

Transit Number: Bank Account : Type of Account : Terms/Conds : EFT/EBT

We will not put anything in the Terms and Conditions field at this point.

If your Vendor has returned a completed **'Authorization For Electronic Funds Payment'** form,

Fill in these fields with the information from the form.

Type an A in the EFT/EBT field.

Attach the **Electronic Funds Payment** form onto the VU. (There is a pilot program with WEL for EBT, Electronics Benefit Transfer).

Note that there is no **ACTION** field in the upper left anymore. All document screens have a **FUNCTION** field instead.

Press <HOME> key and move your cursor to the FUNCTION: field.

```
FUNCTION:                    DOCID: VU FUN 1000 5299KED          10/27/96 09:17:22
                              BATID:                              STATUS:
                                VENDOR UPDATE DOCUMENT
     VU DATE: 10 26 95                          ACTION:  E
 VENDOR CODE: 042304031 SNOW   MISC VENDOR IND:  N
 ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

 NAME:  LAST: SNOW              FIRST: CRYSTAL    MIDDLE:
 DIVISION:
   STREET: 10 ZERO LANE
     CITY: FROSTY
       ST: MA ZIP: 01420

   PHONE: 5082324432
 CONTACT: CRYSTAL                                 ACCOUNT:
 COMMENT:                                    A/R CONTACT:
TRAMSIT NUMBER:               BANK ACCOUNT:                  TYPE OF ACCOUNT:

                               ORG STRUCT: I      IN STATE: Y          L/L:
    1099:       NON PROFIT: N        DOR:            SOS:          TAX IND:
  DEALER:     MANUFACTURER:        FACTORY:         JOBBER:       RETAILER:
     MED: Y         REPT-1:         REPT-2:     TERMS/CONDS:       EFT/EBT:
    HOLD:       DISCOUNT:        COMMODITY:       PAY DAY:        PAY LAG:
```

Refer to the DOCUMENT COMMANDS of the MMARS command card.

We will always type in an ED in the FUNCTION: field, to make sure we have no mistakes in our document, before we take any other action. The system will compare the data entered against reference and financial tables in MMARS. You will receive a prompt on the screen for any errors found.

Type ED in the FUNCTION: field and

Press <ENTER>.

```
FUNCTION:                    DOCID: VU FUN 1000 5299KED          10/27/96 11:59:48
                              BATID:                            STATUS: PEND5
                                 VENDOR UPDATE DOCUMENT
     VU DATE: 10 27 96                      ACTION:  E
 VENDOR CODE: 042304031 SNOW   MISC VENDOR IND:  N
 ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

 NAME:  LAST: SNOW              FIRST: CRYSTAL    MIDDLE:
 DIVISION:
   STREET: 10 ZERO LANE
     CITY: FROSTY
       ST: MA ZIP: 01420

   PHONE: 508 232 4432
 CONTACT: CRYSTAL                                ACCOUNT:
 COMMENT:                                    A/R CONTACT:
TRANSIT NUMBER:              BANK ACCOUNT:                  TYPE OF ACCOUNT:

                             ORG STRUCT: I      IN STATE: Y          L/L:
    1099:       NON PROFIT: N        DOR:           SOS:        TAX IND:
  DEALER:     MANUFACTURER:       FACTORY:       JOBBER:      RETAILER:
     MED: Y         REPT-1:        REPT-2:   TERMS/CONDS:       EFT/EBT:
    HOLD:       DISCOUNT:      COMMODITY:       PAY DAY:       PAY LAG:
H--*S405-READY FOR APPROVAL 5
```

The status in the upper right hand side of the screen is PEND5. This will match the status listing on the SUSF file.

Notice the message at the bottom of the screen. **READY FOR APPROVAL 5**. This means that the document needs to be approved by the Office of the Comptroller.

To receive approval follow the following instructions:

The department submits a copy of the Vendor Update form to the Comptroller's Division for approval. In addition to the form, the department also sends a copy of the REAP (Revenue Enforcement and Protection Act) form to document the vendor's standing with the Department of Revenue and for minority-owned businesses, a copy of certification from the State Office of Minority Business Assistance (SOMBA). Lien/levy information may be entered only if notice from the State Treasurer's Office is attached. For small business, evidence of certification from the Department of Labor must be attached. The original W-8 or W-9 form,(completed by the vendor), should also be sent to the Comptrollers, as well as the Authorization for Electronic Funds Payment form and the Commonwealth Terms and Conditions form.

The department should retain a copy of the Vendor Update form in a pending file. The Comptroller's Division will review the Vendor Update form. After all questions have been resolved, the Comptroller's Division will enter an approval on the VU screen. The department should verify that information from the Vendor Update form which was entered correctly into MMARS and should then move the Vendor Update form to a permanent file.

The Appendix to this Module has a list of MMARS documents which require approval by an over-seeing department. It lets you know which department to send your back-up paperwork to.

Once you have received this Pending message, you can leave this screen and send your paperwork to the appropriate department.

The letter **FD** (or **END**) is used to leave the document

Press <HOME> key to move cursor into FUNCTION field.

Type FD , (or END),in FUNCTION: field, and

Press <ENTER>.

```
ACTION: S  SCREEN: SUSF          M  M  A  R  S                10/27/96 13:51:40
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                  LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-   .    .    .      VU   FUN  1000 5299KED PEND5 0000A 951027 CTRAC4
 02-   .    .    .      VU   MIS  1000 0111111 SCHED 00000 951025 CTRACV
 03-   .    .    .      VU   WOR  1000 Z919191 HELD  00000 950712 CTRABG
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 04-*L008 END OF FILE
```

This brings us back to the **SUSF** screen where our document is now on line number **01**.

Now, enter the same VU in the system again, with a few changes. Put four ####, symbols in the address code of the vendor. Type The date the W-9 was signed by the Vendor, in the Comments field. Type T/C in the Terms and Conditions field. Edit this document to a Pend5 status also. This will be the Legal Address listing for the vendor. This is not a code that can be used on a document. The four #### signs would cause it to reject.

Press PF3/ALT3 to back away from this screen.

MODULE II
Lesson 2
Topic 3

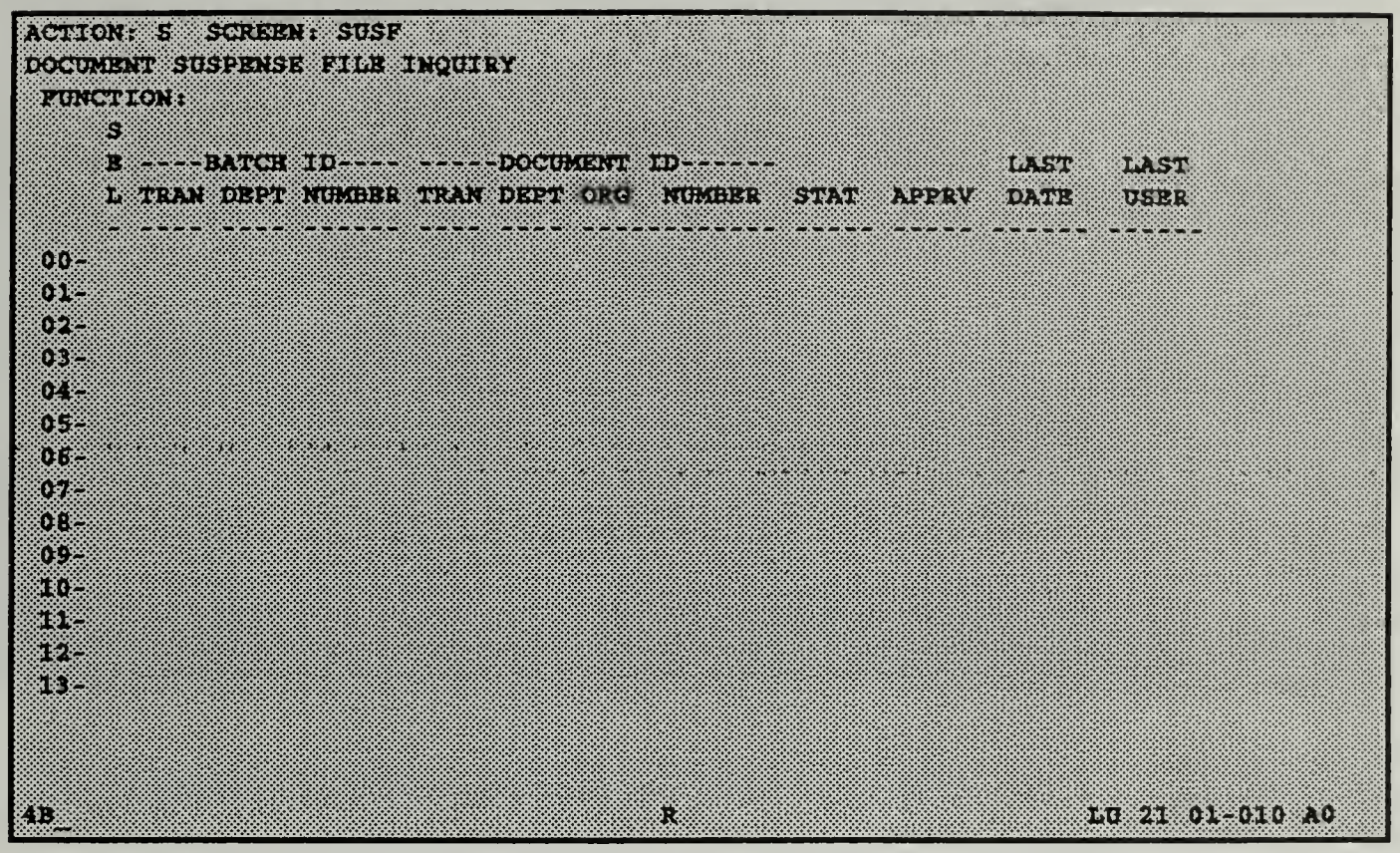
In This Lesson We Will Learn: How to locate documents on the SUSPENSE FILE, (SUSF). We will also learn how to navigate from the Suspense File to a specific Document on the Document screen.

Lesson 2, Topic 2, left us in the SUSPENSE FILE MANAGEMENT menu

```
ACTION: L  SCREEN: SUSM          M  M  A  R  S                10/27/96 14:10:48
-------------------------------------------------------------------------------
                      SUSPENSE FILE MANAGEMENT MENU
-------------------------------------------------------------------------------

          SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

                (   ) BATCH ID, DOCUMENT ID   (SUSF)
                (   ) SUSP WITH PROCESS DATE  (SUS2)









      PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

This backed us up to a screen with an ACTION field on it. Now we can Cross Travel.

Cross Travel to SUSF.



The Suspense file is a holding tank for all Documents entered into the MMARS system. It should be viewed often to make certain your documents are in the status you thought they were. You are now looking at an empty file. Let's look up our VU on this file.

The cursor should be blinking in the upper left hand corner, in the ACTION field. The ACTION should be **S** for select. We would like to select our VU. Notice the fields of information on the SUSF file are under two different umbrellas. The first three fields, on the left, are under an umbrella called **BATCH ID.** The next three fields are under an umbrella called **DOCUMENT ID**. We will be using the Document ID fields to access our documents.

TAB to the TRAN field, under the Document umbrella.

Type in your DOC ID in the marked fields in the line numbered 00.

```
ACTION: S  SCREEN: SUSF          M  M  A  R  S                  10/27/96 14:28:36
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     B ----BATCH ID---- -----DOCUMENT ID------                    LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER   STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-                    vu   fun  1000 5299ked
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
```

Press <ENTER>.

```
ACTION: S  SCREEN: SUSF          M  M  A  R  S                10/27/96 14:41:32
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                  LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-   .    .    .      VU   FUN  1000 5299KED PEND5 0000A 951027 CTRAC4
 02-   .    .    .      VU   MIS  1000 0111111 SCHED 00000 951025 CTRACV
 03-   .    .    .      VU   WOR  1000 Z919191 HELD  00000 950712 CTRABG
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 04-*L008 END OF FILE
```

Notice, your entry comes up as the first listing on line numbered 01.

STAT The STAT column shows you that you have reached a **PEND5** status. The appendix contains a list of the possible status codes, and what department approves the document. This is a helpful reference sheet to advise you on who to send your back-up documentation to. A Pend status should receive approval within a week. If your document has not been approved, you should call the department involved and find out why.

The list below shows the six possible status' and how long they will appear on the Suspense file. Remember, the Suspense File is a temporary holding tank. All documents will eventually disappear off this file, except for one status.

CANCEL - DOES NOT APPEAR
DELETE - OVER NIGHT
SCHED - OVERNIGHT
DONE - 3 DAYS
HELD - 60 DAYS
REJECT - 60 DAYS
PEND - FOREVER!

Each department should have someone in charge of Suspense File management. This individual would make certain that Held documents were released, Rejected documents were corrected and Pend documents were approved by the appropriate departments.

APPRV

The next column is the APPROVAL column. Notice, the column has a five space field. Each field represents a PEND status. The only entries are either a **Y** for Yes,(approval has been given), or an **A** for Approval, (an approval by a responsible department is needed on this document). Otherwise, the field is filled in with a zero.

The PEND status is represented by the position of the **Y** or **A**. The first space is reserved for Department Approval. It is not in use at this time. The second field in for PEND2 status documents. We do not have any PEND2 documents at this time. The third space in is for PEND3 documents. The forth space is for PEND4 document. The fifth, and final, space is reserved for PEND5 documents.

In case you haven't noticed, this isn't working in training. You will find that it does work in PRODUCTION.

LAST DATE

This field shows you the last date anyone came in and made any kind of a change to your document. This date does not change when you are in a SCAN mode, and only looking at the document.

LAST USER

The LAST USER field goes along with the last date field. The first four spaces of the user's ID will be displayed in this field. These are the first four key strokes which we see displayed while logging into MMARS Main Menu.

We can go directly into our document from this screen.

Make sure there is an **S** for selection in the ACTION field.

Use the **F9** key to move beside the line your document is on.

Press **<ENTER>**.

```
FUNCTION:                    DOCID: VU FUN 1000 5299RED          10/27/96 15:36:45
                              BATID:                            STATUS: PEND5
                                  VENDOR UPDATE DOCUMENT
     VU DATE: 10 26 95                        ACTION:  E
VENDOR CODE: 042304031 SNOW   MISC VENDOR IND:  N
ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

 NAME:  LAST: SNOW              FIRST: CRYSTAL    MIDDLE:
 DIVISION:
   STREET: 10 ZERO LANE
     CITY: FROSTY
       ST: MA ZIP: 01420

   PHONE: 508 232 4432
 CONTACT: CRYSTAL                                ACCOUNT:
 COMMENT:                                    A/R CONTACT:
TRAMSIT NUMBER:              BANK ACCOUNT:                  TYPE OF ACCOUNT:

                             ORG STRUCT: I      IN STATE: Y          L/L:
    1099:        NON PROFIT: N          DOR:          SOS:       TAX IND:
  DEALER:      MANUFACTURER:          FACTORY:          JOBBER:    RETAILER:
     MRD: Y           REPT-1:          REPT-2:      TERMS/COMDS:    BFT/BRT:
    HOLD:          DISCOUNT:       COMMODITY:          PAY DAY:    PAY LAG:
R--*3405-READY FOR APPROVAL 5
```

We can return to the Suspense File (SUSF), from here. The FUNCTION: field will take one of two possible codes to exit the Document Screen. Let's go back to the SUSF file.

Press <HOME> and move your cursor to the FUNCTION: field.

Type FD (or END) in the FUNCTION: field

Press <ENTER>.

```
ACTION: S  SCREEN: SUSP          M  M  A  R  S                10/27/96 15:43:16
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
      S
      E ----BATCH ID---- -----DOCUMENT ID------                LAST    LAST
      L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
      - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-    .    .    .      VU   FUN  1000 5299KED PEND5 0000A 961027 CTRAC4
 02-    .    .    .      VU   MIS  1000 0111111 SCHED 00000 961025 CTRACV
 03-    .    .    .      VU   NOR  1000 Z919191 HELD  00000 960712 CTRABG
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 04-*L008 END OF FILE
```

The selection we viewed on the document screen will be listed first on the SUSF file when we return to it.

Many times, you will come into this file not being sure of the document number, or wanting to look at all VU's entered in your department. This can be done by giving less information in the suspense file fields. Let's try.

Press **<HOME>** and move the cursor to the ACTION field.

Type **N** to empty out the screen.

Press **<ENTER>**.

<TAB> to the TRAN field under the DOCUMENT ID umbrella.

Type **VU** in TRAN field

Type **FUN** in DEPT field

Type **ORG** number

Type **5** for the Fiscal Year

Press **<ENTER>**.

```
ACTION: S  SCREEN: SUSF          M  M  A  R  S                10/27/96 15:47:10
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                  LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER   STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-   .    .    .      VU   FUN  1000 5265BGG HELD  00000 960922 CTRTR1
 02-   .    .    .      VU   FUN  1000 5298001 DONE  0000Y 961025 CTRACV
 03-   .    .    .      VU   FUN  1000 5299KED PEND5 0000A 961027 CTRAC4
 04-   .    .    .      VU   MLS  1000 0111111 SCHED 00000 961025 CTRACV
 05-   .    .    .      VU   WOR  1000 2919191 HELD  00000 960712 CTRABG
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 06-*L008 END OF FILE
```

We are now viewing all VU's on the Suspense File entered in fiscal year 96 and not yet removed.

SKILL CHECK

Pick a document from the Suspense File and go into the Document Screen.

Select your document from SUSF and go back into the document.

Please call over your Instructor to put your Vendor Update into an Approved status. They have a password which allows them to update training documents.

```
FUNCTION:                    DOCID: VU FUN 1000 5299KED          10/27/96 15:56:56
                              BATID:                            STATUS: SCHED
                                 VENDOR UPDATE DOCUMENT
     VU DATE: 10 26 95                        ACTION:  B
 VENDOR CODE: 042304031 SNOW   MISC VENDOR IND:  N
 ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

 NAME:  LAST: SNOW              FIRST: CRYSTAL    MIDDLE:
 DIVISION:
   STREET: 10 ZERO LANE
     CITY: FROSTY
       ST: MA ZIP: 01420

   PHONE: 508 232 4432
 CONTACT: CRYSTAL                                ACCOUNT:
 COMMENT:                                    A/R CONTACT:
TRANSIT NUMBER:              BANK ACCOUNT:                  TYPE OF ACCOUNT:

                ORG STRUCT: I      IN STATE: Y          L/L:
    1099:       NON PROFIT: N          DOR:             SOS:        TAX IND:
  DEALER:     MANUFACTURER:        FACTORY:          JOBBER:      RETAILER:
     MED: Y          REPT-1:        REPT-2:     TERMS/CONDS:       EFT/EBT:
    HOLD:       DISCOUNT:      COMMODITY:          PAY DAY:       PAY LAG:
A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

Now that your document is scheduled, it will be processed to a DONE status in the overnight run. It is possible to have it reach a DONE status immediately. This does cost more to process through OMIS. Some departments do not allow employees to do this. Find out what your department's policy is. In training, we will process to a DONE so that we can continue with the MODULE.

Return to your document.

Type **WD** in the FUNCTION field.

Press **<ENTER>**.

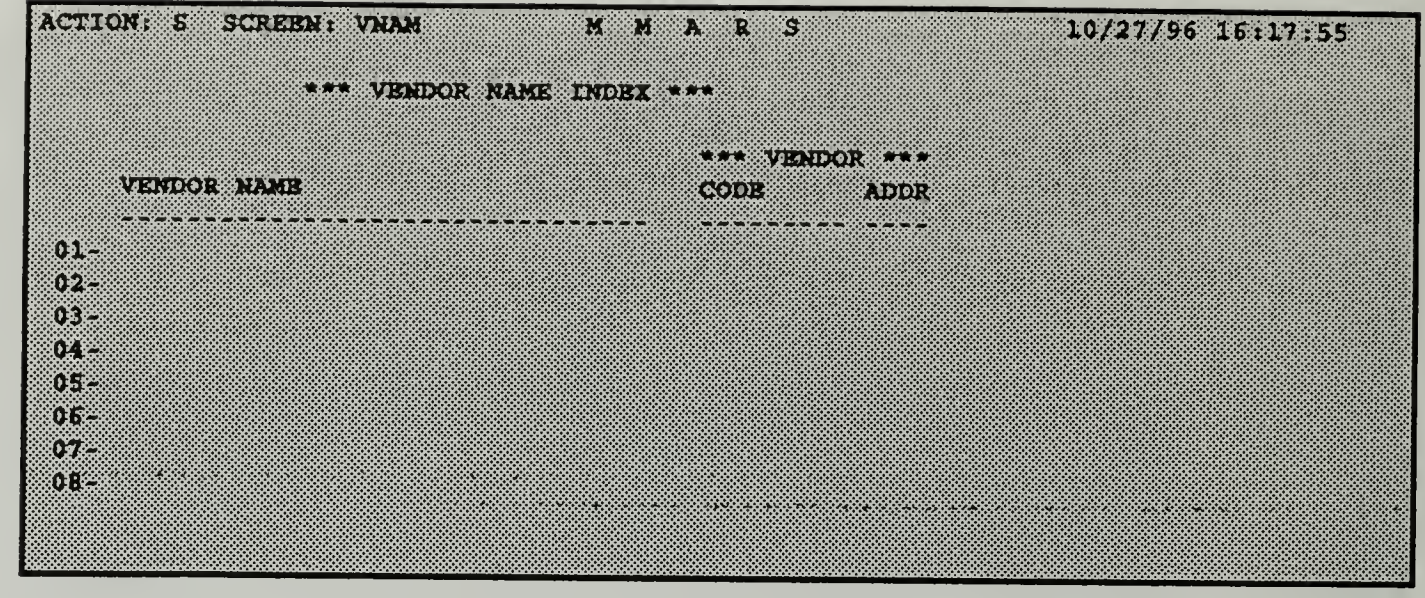
```
FUNCTION:                    DOCID: VU FUN 1000 5299KED          10/27/96 16:03:36
                              BATID:                            STATUS: DONE
                                  VENDOR UPDATE DOCUMENT
     VU DATE: 10 26 95                        ACTION:  E
 VENDOR CODE: 042304031 SNOW   MISC VENDOR IND:  N
 ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

 NAME:  LAST: SNOW              FIRST: CRYSTAL    MIDDLE:
 DIVISION:
   STREET: 10 ZERO LANE
     CITY: FROSTY
       ST: MA ZIP: 01420

   PHONE: 508 232 4432
 CONTACT: CRYSTAL                                 ACCOUNT:
 COMMENT:                                    A/R CONTACT:
TRANSIT NUMBER:              BANK ACCOUNT:                  TYPE OF ACCOUNT:
                ORG STRUCT: I       IN STATE: Y          L/L:
    1099:       NON PROFIT: N            DOR:              SOS:        TAX IND:
  DEALER:     MANUFACTURER:          FACTORY:          JOBBER:       RETAILER:
     MED: Y          REPT-1:          REPT-2:     TERMS/CONDS:         EFT/EBT:
    HOLD:        DISCOUNT:       COMMODITY:         PAY DAY:         PAY LAG:
A--*HP20-DOCUMENT ACCEPTED
```

Remember, a Vendor Update document is a Table Update. Let's go back to the Vendor Name Table (VNAM), and make sure our vendor has been added to the table. Cross travel to VNAM.

Remember how to back away from the document screen?

Type FD or END in the FUNCTION field. and

Press <ENTER>.



Select the Vendor you processed and press **<ENTER>**.

```
ACTION: R  SCREEN: VNAM          M  M  A  R  S                10/28/96 08:55:40

                *** VENDOR NAME INDEX ***

                                                  *** VENDOR ***
     VENDOR NAME                                  CODE       ADDR
     ---------------------------------------      ---------- ----
 01- SNOW                  CRYSTAL                042304030 SNOW
 02- SNOW                  CRYSTAL                042304031 SNOW
 03- SOBERBIA  C A                                000010661 0002
 04- SOC FOR COLLEGE                              000010106 0004
 05- SOCHA                 VALERIE    T           011110011 SOCH
 06- SOCIETE FRANCAISE                            000010385 0002
 07- SOCIETE GENERALE                             000010445 0008
 08- SOCIETE SCIENTIFI QUE                        000010150 0004
```

You should now see your entry on the Vendor Name Table.

Super Leaf to VEND.

```
ACTION: R  SCREEN: VEND          M  M  A  R  S                  10/28/96 08:58:21
 VENDOR TABLE
 KEY IS VENDOR CODE
                    VENDOR: 042304031 SNOW                  MISC VENDOR IND: N
                      NAME: CRYSTAL      SNOW
                  DIVISION:
                    STREET: 10 ZERO LANE
                      CITY: FROSTY
                     STATE: MA   ZIP: 01420

    PHONE: 5082324432      LAST ACTION DATE: 95 10 27    ACCOUNT:
  CONTACT: CRYSTAL
  COMMENT                                          A/R CONTACT:
TRAMSIT NUMBER:                BANK ACCOUNT:                  TYPE OF ACCOUNT:

                               ORG STRUCT: I      IN STATE: Y          L/L:
   1099:       NON PROFIT: N           DOR:                SOS:       TAX IND: Y
 DEALER:     MANUFACTURER:          FACTORY:          JOBBER:        RETAILER:
    MED: Y          REPT-1:          REPT-2:     TERMS/CONDS:          RFT/EBT:
   HOLD:        DISCOUNT:       COMMODITY:         PAY DAY:          PAY LAG:
    L/L:              ELECTRONIC COMMERCE:

AMOUNTS: YTD:          0.00   PRIOR YTD:      0.00  LIFE:          0.00
```

You should now see the information you keyed in for your Vendor.

SKILL CHECK

You have now successfully entered a Special Employee into the Vendor File as an Individual. This was a necessary step before the employee could receive a pay check.

Now, take another blank VU. Fill it out for a Corporation. Enter it in the MMARS system. Once you have completed the entry, have your instructor get it to a DONE status.

We will use this vendor with our next document. Make your Vendor a seller of journals.

You may use any information given to you in this MODULE.

MISCELLANEOUS VENDOR NUMBER

There are situations where a specific vendor code cannot be identified, or where use of an individual Vendor number is impractical. These situations include the following:

1. When State law prohibits the publication of data identifying individuals being paid (e.g., DOR tax refunds).

2. When payments to individuals must be disbursed on a pre-defined schedule which cannot be accomplished through the weekly warrant. These are high volume payments that are processed through a separate system where identifying data is maintained (e.g., AFDC).

3. The individuals being paid are part of a large list of potentially eligible individuals whose payment pattern is unpredictable, such as winners in a 4-H club fair.

A miscellaneous vendor number should be used in such situations. The senior fiscal officer in the department should contact the Comptroller's Division to learn how to establish a miscellaneous vendor number for the department on the MMARS Vendor file and to obtain Comptroller's approval for the use of the miscellaneous vendor number. When a miscellaneous vendor number is used, the department must maintain back-up documentation to monitor use of these codes. The volume and purpose of each transaction should be reviewed to ensure appropriate and authorized use. The Comptroller's Division will periodically review this information on a post-payment audit basis. Any federal or state filing or reporting that is required for vendors receiving payments on which a miscellaneous vendor code was used must be made by the department that initiates the payment.

MODULE II
Lesson 3
Topic 1

In This Lesson We Will Learn: The policy and procedure involved in completing a Planned Obligation, or Miscellaneous Encumbrance, (PO). This will be your first MMARS Transaction.

WHY AM I DOING A PO?

The Expenditure Classification Handbook is the tool utilized to determine which encumbrance is appropriate. The Transaction is determined by answering the following questions:

1. What are you buying?
2. What subsidiary does this fall under?
3. What is the Object Code for the purchase?

You need to supply the answer to the first question! The Expenditure classification Handbook supplies the rest of the answers.

Our purchase in Training will be for Legal Journals. The Expenditure Classification Handbook gives us a list of possible subsidiaries. They were also listed in the Appendix of **MODULE I.** Subsidiary **EE**, (administrative Expenses), best covers our purchase of journals.

The Object Code will further classify the purchase. The Expenditure Classification Handbook lists all possible object codes for a subsidiary. They are listed in numeric order under the subsidiary. The object code begins with the same letter as the subsidiary. The object code begins with the same letter as the subsidiary. The last two digits are numbers. The object code in our Training case is **E12** in the Expenditure Classification Handbook.

E12 **SUBSCRIPTIONS AND MEMBERSHIPS** - Payments for periodicals, newspapers, law books, journals, CD-ROM subscriptions and other network or on-line or dial up services, such as Lexis and Westlaw. Payments for memberships must be incurred by a department only. This includes payments to an authorized chargeback department that provides these commodities and services. (Associates in professional organizations such as Bar Association, see B06.)

Legal Authority:	Annual Appropriation Act; 815 CMR 6.00
Oversight Department:	SEC, CTR
Agreement Type:	Relevant Supporting Documentation
Pre/Encumb/Payment:	PO/PV, EFT, IE/IV
Tax Forms:	1099(MISC)

The ***Pre/Encumb/Payment*** line tells us which encumbrance document to use.
(A list of all MMARS documents can be found in the Appendix to MODULE II.)

There are tables in MMARS which will give you the bulk of the information found in the Expenditure Classification handbook.

Cross travel to OBJT.

```
ACTION: S  SCREEN: OBJT          M  M  A  R  S                  10/28/96 14:41:04
    OBJECT TABLE
    KEY IS FISC YEAR, OBJECT
                                                                        10 ML
    FY OBJ CL CAT GR      OBJECT NAME                SHORT NAME  PS 99 SB 03 15
    -- --- -- --- -- ------------------------------ ------------ -- -- -- -- --
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
 15-
```

TAB to FY field and type in the current FY

Press <ENTER>.

```
ACTION: R  SCREEN: OBJT          M  M  A  R  S                10/28/96 15:36:41
     OBJECT TABLE
     KEY IS FISC YEAR, OBJECT

                                                                        10 ML
     FY OBJ  CL CAT GR      OBJECT NAME                 SHORT NAME  PS 99 SB 03 15
     -- ---  -- --- -- ------------------------------ ------------ -- -- -- -- --
 01- 97 A01  AA 01     SALARIES:REGULAR                SALARIES
 02- 97 A02  AA 01     SALARIES:EXCESS QUOTA POSITION  SAL-EXC-QUOT
 03- 97 A03  AA 01     SALARIES:SEASONAL POSITIONS     SAL-SEASONAL
 04- 97 A04  AA 01     SALARIES:"LS-18" POSITIONS      SAL-LS-18-PO
 05- 97 A05  AA 01     SALARIES:COMMISS. & BOARD MEMB  SAL-COM&BDMB
 06- 97 A06  AA 01     STAND-BY PAY                    STD-BY-PAY
 07- 97 A07  AA 01     DIFFERENTIAL PAY                DIFFER-PAY
 08- 97 A08  AA 01     OVERTIME PAY                    OVERTIME
 09- 97 A09  AA 01     ROLL CALL PAY                   ROLLCALL-PAY
 10- 97 A10  AA 01     HOLIDAY PAY                     HOLIDAY-PAY
 11- 97 A11  AA 01     SETTLEMENTS AND JUDGEMENTS      SETTL&JUDMTS
 12- 97 A12  AA 01     SICK-LEAVE BUY BACK             SICK-BUYBACK
 13- 97 A13  AA 01     VACATION-IN-LIEU                VACA-IN-LIEU
 14- 97 A14  AA 01     BONUS PAY AND AWARDS            BONUS&AWARDS
 15- 97 A15  AA 01     RESEARCH ACTIV/SUMMER SALARY    RESRCH&SUMMR
```

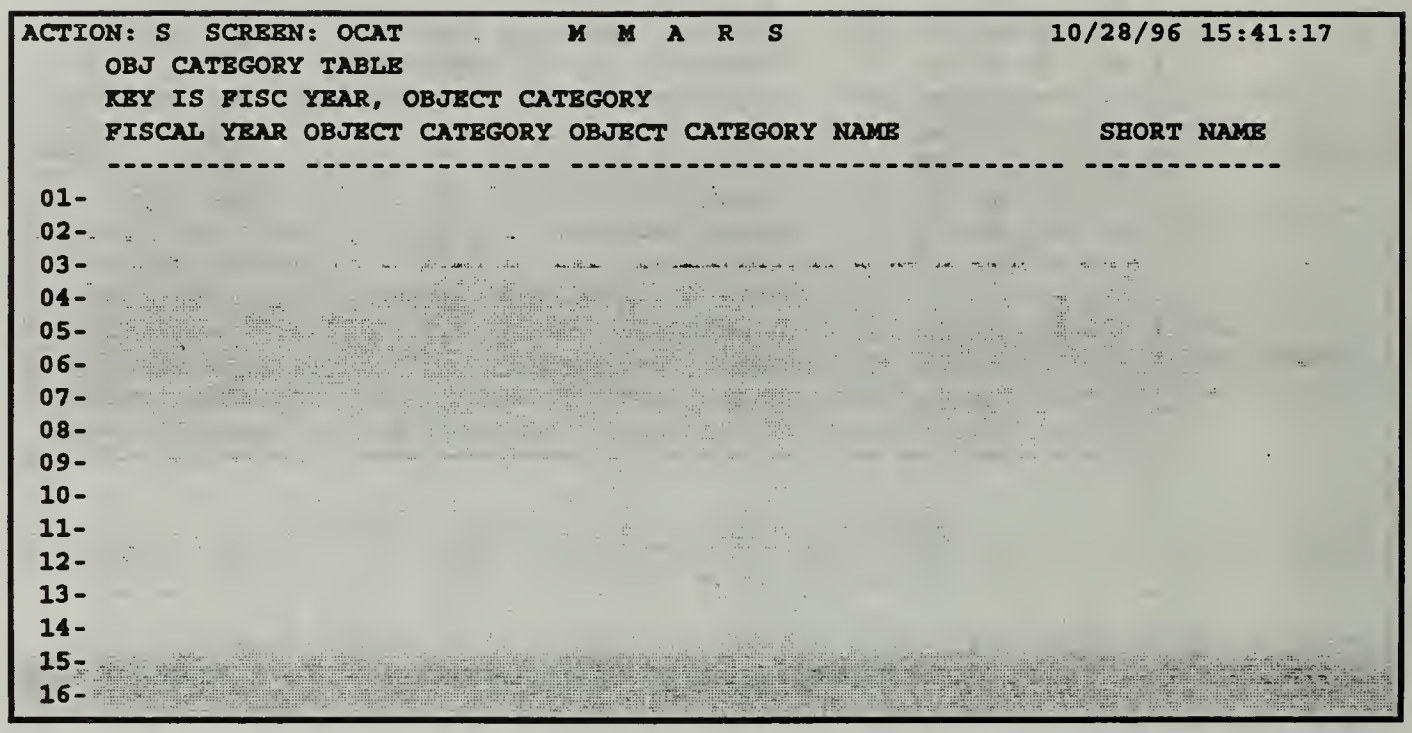
The following fields of information are displayed on this table:

OBJ: This column lists every Object Code found in the Expenditure Classification Handbook. They are in alphabetic and numeric order.

CL: This column **Classifies the** Object Codes by Subsidiaries.

CAT: This column **Categorizes** the Subsidiaries into similar groupings.

Cross travel to OCAT to see the Categories.



TAB to the FY column and type the last two digits of the current Fiscal Year.

Press <ENTER>.

```
ACTION: S  SCREEN: OCAT          M  M  A  R  S                10/28/96 15:43:59
     OBJ CATEGORY TABLE
     KEY IS FISC YEAR, OBJECT CATEGORY
     FISCAL YEAR OBJECT CATEGORY OBJECT CATEGORY NAME            SHORT NAME
     ----------- --------------- ------------------------------ ------------
 01-      97              01        EMPLOYEE COMP AND ADMIN COSTS  AA,BB,CC,DD
 02-      97              02        DEPARTMENT ADMIN COSTS         EE,HH
 03-      97              03        PROVIDING SERVICES             FF,GG,KK,LL
 04-      97              04        PURCHASING SERVICES            JJ,MM
 05-      97              05        INFRASTRUCTURE COSTS           NN
 06-      97              06        TRANS PYMTS-POLITICAL SUBDIVIS PP
 07-      97              07        TRANS PYMTS-CLIENTS OF COMM    RR
 08-      97              08        DEBT SERVICE                   SS
 09-      97              09        LOANS AND SPECIAL PAYMENTS     TT
 10-      97              99        PAYROLL REJECTS                PAYRLREJTS
 11-
 12-
 13-
 14-
 15-
 16-
```

This screen displays the categories the subsidiaries are placed in.

Cross Travel back to OBJT.

Fill the screen with current Fiscal Year information.

```
ACTION: R  SCREEN: OBJT          M  M  A  R  S                10/28/96 15:51:18
    OBJECT TABLE
    KEY IS FISC YEAR, OBJECT
                                                                    10 ML
    FY OBJ CL CAT GR      OBJECT NAME                 SHORT NAME  PS 99 SB 03 15
    -- --- -- --- -- ------------------------------ ------------ -- -- -- -- --
01- 97 A01 AA 01     SALARIES:REGULAR                SALARIES
02- 97 A02 AA 01     SALARIES:EXCESS QUOTA POSITION  SAL-EXC-QUOT
03- 97 A03 AA 01     SALARIES:SEASONAL POSITIONS     SAL-SEASONAL
04- 97 A04 AA 01     SALARIES:"LS-18" POSITIONS      SAL-LS-18-PO
05- 97 A05 AA 01     SALARIES:COMMISS. & BOARD MEMB  SAL-COM&BDMB
06- 97 A06 AA 01     STAND-BY PAY                    STD-BY-PAY
07- 97 A07 AA 01     DIFFERENTIAL PAY                DIFFER-PAY
08- 97 A08 AA 01     OVERTIME PAY                    OVERTIME
09- 97 A09 AA 01     ROLL CALL PAY                   ROLLCALL-PAY
10- 97 A10 AA 01     HOLIDAY PAY                     HOLIDAY-PAY
11- 97 A11 AA 01     SETTLEMENTS AND JUDGEMENTS      SETTL&JUDMTS
12- 97 A12 AA 01     SICK-LEAVE BUY BACK             SICK-BUYBACK
13- 97 A13 AA 01     VACATION-IN-LIEU                VACA-IN-LIEU
14- 97 A14 AA 01     BONUS PAY AND AWARDS            BONUS&AWARDS
15- 97 A15 AA 01     RESEARCH ACTIV/SUMMER SALARY    RESRCH&SUMMR
```

GR: This column displays a two-initial code for an over-seeing department. The only code entered is **TR,** which is short for **CTR,** (Comptroller).

Scroll forward one screen by pressing <ENTER>.

```
ACTION: R  SCREEN: OBJT          M  M  A  R  S                10/28/96 15:56:03
    OBJECT TABLE
    KEY IS FISC YEAR, OBJECT

                                                                      10 ML
    FY OBJ CL CAT GR      OBJECT NAME                 SHORT NAME  PS 99 SB 03 15
    -- --- -- --- -- ------------------------------ ------------ -- -- -- -- --
01- 97 A16 AA 01     PROF DEVEL FOR HIGHER ED PERS  PROF-DEV-H E
02- 97 A17 AA 01     DISCONTINUED FOR FY95
03- 97 A18 AA 01     DISCONTINUED FOR FY95
04- 97 A19 AA 01     DISCONTINUED FOR FY95
05- 97 A90 AA 01  TR OPERATING TRANSFER
06- 97 BB1 BB 01     OUT OF STATE TRAVEL-AIRFARE    TRAVELAIR
07- 97 B01 BB 01     OUT OF STATE TRAVEL            OUTSTATETRVL
08- 97 B02 BB 01     IN-STATE TRAVEL                INSTATETRAVL
09- 97 B03 BB 01     OVERTIME MEALS                 OT-MEALS
10- 97 B04 BB 01     TUITION                        TUITION
11- 97 B05 BB 01     CONFERENCE,TRAINING & REGIST.  CONF-REGIST
12- 97 B06 BB 01     MEMBERSHIP DUES & LICENS FEES  DUES & LICEN
13- 97 B07 BB 01     HOUSING ALLOWANCES             HOUSE-ALLOW
14- 97 B08 BB 01     CLOTHING ALLOWANCES            CLOTH-ALLOW
15- 97 B09 BB 01     EMPLOYEE RECOGNITION           EMP-RECOGNIT
```

OBJECT NAME

This column lists the full name associated with the Object Code.

SHORT NAME

This column lists any short name for the Object Code.

PS Not in use.

10

99 This column displays a number if a 1099 tax form should be issued to the vendor. The number represents the appropriate box on the 1099.

ML

SB This column displays whether this particular type of business should be directed towards minorities.

```
ACTION: R  SCREEN: OBJT          M  M  A  R  S                10/28/96-15:56:03
    OBJECT TABLE
    KEY IS FISC YEAR, OBJECT
                                                                        10 ML
    FY OBJ CL CAT GR      OBJECT NAME                 SHORT NAME  PS 99 SB 03 15
    -- --- -- --- -- ------------------------------ ------------ -- -- -- -- --
01- 97 A16 AA 01     PROF DEVEL FOR HIGHER ED PERS  PROF-DEV-H E
02- 97 A17 AA 01     DISCONTINUED FOR FY95
03- 97 A18 AA 01     DISCONTINUED FOR FY95
04- 97 A19 AA 01     DISCONTINUED FOR FY95
05- 97 A90 AA 01  TR OPERATING TRANSFER
06- 97 BB1 BB 01     OUT OF STATE TRAVEL-AIRFARE    TRAVELAIR
07- 97 B01 BB 01     OUT OF STATE TRAVEL            OUTSTATETRVL
08- 97 B02 BB 01     IN-STATE TRAVEL                INSTATETRAVL
09- 97 B03 BB 01     OVERTIME MEALS                 OT-MEALS
10- 97 B04 BB 01     TUITION                        TUITION
11- 97 B05 BB 01     CONFERENCE,TRAINING & REGIST...CONF-REGIST
12- 97 B06 BB 01     MEMBERSHIP DUES & LICENS FEES  DUES & LICEN
13- 97 B07 BB 01     HOUSING ALLOWANCES             HOUSE-ALLOW
14- 97 B08 BB 01     CLOTHING ALLOWANCES            CLOTH-ALLOW
15- 97 B09 BB 01     EMPLOYEE RECOGNITION           EMP-RECOGNIT
```

03 This is a contracting column. There are three possible listings in this column;

L = Requires the use of an **LO.**
Y = Requires the use of an **SC.**
= Requires neither

15 This is a purchasing column. A **Y** in this field means that you must use either a **PD** or **PG** to make this purchase, **NOT** a **PO.**

Obviously, there are a lot more possible transactions than these in the MMARS system. Your best bet is to use the Expenditure Classification Handbook. Your MMARS liaison would have a copy, or you could order one through PGS (Procurement and General Services)

Let's call up our object code of **E12** and see what specific information we have on this screen.

Empty the screen with an N action

Press <ENTER>.

Tab down and type in current FY and the E12 object code

Press <ENTER>.

```
ACTION: R  SCREEN: OBJT          M  M  A  R  S                10/31/96 10:55:43
     OBJECT TABLE
     KEY IS FISC YEAR, OBJECT

                                                                    10 ML
     FY OBJ CL CAT GR      OBJECT NAME                SHORT NAME  PS 99 SB 03 15
     -- --- -- --- -- ------------------------------ ------------ -- -- -- -- --
 01- 97 E12 EE 02     SUBSCRIPTIONS & MEMBERSHIPS    SUBSCRIPTNS     7
 02- 97 E13 EE 02     ADVERTISING EXPENSES           ADVERTISING     7
 03- 97 E14 EE 02     EXHIBITS/DISPLAYS              EXHIBITS                   Y
 04- 97 E15 EE 02     BOTTLED WATER                  BOTTL-WATER                Y
 05- 97 E16 EE 02  TR EXPEN REIMBURSEMENT INDRCT CST EX-REIM-INDR
 06- 97 E17 EE 02     DAMAGE CLAIMS SETTLEMNTS JUDM DAMAG-CLAIM     7
 07- 97 E18 EE 02     STATE SINGLE AUDIT CHARGES     SINGLE-AUDIT
 08- 97 E19 EE 02     FEES, FINES, LICENSES/PERMITS  FEES & FINES
 09- 97 E20 EE 02     MOTOR VEHICLE CHARGEBACK       M.V.-CHRGBK
 10- 97 E21 EE 02     CONFID INVESTIG & EXPENSES     CONF-INVEST
 11- 97 E22 EE 02     CONFERENCE INCIDENTALS         CONFER-INCID
 12- 97 E23 EE 02     SALES TAX HIGHER ED            SALES TAXHED
 13- 97 E24 EE 02     DONATIONS/MEMORIALS            DONATIONSHED
 14- 97 E90 EE 02  TR OPERATING TRANSFER
 15- 97 E91 EE 02     TRANSFER TO CAMPES MGT ACCOUNT TCAMPMGTACCT
```

Our selection is now listed first. The important information we can get from this screen is that the vendor will receive a 1099 tax form from us at the end of the year. Section 7 of the form is the key area used. Column labeled 15 does not have a Y in it, so we know that his purchase can be made in a PO.

Let's leave the computer for awhile and fill out our paperwork for the PO.

PURPOSE:

The Miscellaneous (planned obligation) Encumbrance is used to encumber funds when the use of the other encumbrance forms would be inappropriate. For example, the Miscellaneous Encumbrance (PO) form should be used to encumber funds for the following types of expenses:

- travel (including out-of-state travel);
- telephone services (not the leasing of the telephone);
- electricity;
- heat;
- gas; and
- postage.

The Comptroller's Division will review Miscellaneous Encumbrances periodically to ensure that they are being used appropriately.

CAN I AFFORD THIS?

Now that we know what we want and what the appropriate MMARS document is, we need to check and see if we have the money to make this commitment.

Cross travel to **APR2**

```
ACTION: S  SCREEN: APR2          M  M  A  R  S          07/25/96  143:03
                          *** APPROPRIATION INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

FISCAL YEAR:      DEPARTMENT:      APPR/ALLOC:          SUBSIDIARY:

NAME:                                                  SUB NAME:

        OBLIGATION CEILING AMT:
      EXPENDITURE CEILING AMT:
             PAYROLL HOLD AMT:
          PRE-ENCUMBERED AMT:
                ENCUMBERED AMT:
                  ADVANCED AMT:
                   EXPENDED AMT:
           PRIOR YEAR EXP AMT:
                EXPENSE BUD AMT:
          BALANCE FORWARD AMT:
                          --- AVAILABLE FUNDS ---
 UNCOMMITTED BALANCE:                      UNEXPENDED BALANCE:
  INVESTMENT BALANCE:                    NON INVEST CASH BAL:
   PERCENT COMMITTED:          %           PERCENT EXPENDED:          %
```

Fill in the KEY information and

Press <ENTER>.

```
 ACTION: R  SCREEN: APR2          M  M  A  R  S                  07/25/96
11:48:22
                        *** APPROPRIATION INQUIRY ***
 KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

 FISCAL YEAR: 96   DEPARTMENT: FUN  APPR/ALLOC: 11111111  SUBSIDIARY: EE

 NAME: COMMISSION FOR FUN                          SUB NAME: ADMIN-EXP

        OBLIGATION CEILING AMT:   1,000,000.00
      EXPENDITURE CEILING AMT:     250,000.00
             PAYROLL HOLD AMT:           0.00
          PRE-ENCUMBERED AMT:           0.00
              ENCUMBERED AMT:       6,510.01
                ADVANCED AMT:           0.00
                EXPENDED AMT:       5,199.99
           PRIOR YEAR EXP AMT:           0.00
              EXPENSE BUD AMT:           0.00
         BALANCE FORWARD AMT:           0.00
                        --- AVAILABLE FUNDS ---
  UNCOMMITTED BALANCE:     988,290.00     UNEXPENDED BALANCE:   244,800.01
   INVESTMENT BALANCE:         N/A       NON INVEST CASH BAL:         N/A
    PERCENT COMMITTED:      1.17 %         PERCENT EXPENDED:      2.07 %
```

The most important field to concentrate on is the **UNCOMMITTED BALANCE**. This is the total amount of money left in this subsidiary and appropriation which is available to encumber.

Jot down the figure in the;

uncommitted balance:_____

percent committed: _____

encumbered amount: _____

on your APR2 screen.

We will come back to this screen after you have completed entry of the PO. You will be able to see how the transaction impacts your financial files.

Remember, any transaction that impacts the APR2 file will also impact the APR4 file.

The ASUM file can be used to make certain we have enough money to make our commitment.

Cross Travel to ASUM

Fill in the KEY information (and subsidiary EE) and

Press <ENTER>.

```
ACTION: R  SCREEN: ASUM          M  M  A  R  S        10/05/96  11 54:47

              *** APPROPRIATION SUMMARY INQUIRY ***

FISC YEAR: 96   DEPT: FUN    APPR: 11111111

SUBSIDIARY      NAME       OBLIG CEILING   UNCOMMITTED BAL   UNEXPENDED BAL
----------  ------------  ---------------  ---------------  --------------

    EE       ADMIN-EXP      1,000,000.00      988,290.00       244,800.01
    HH       CONSULTANT     1,000,000.00      998,000.00       250,000.00
    KK       EQUIP-PURCH    1,000,000.00    1,000,000.00       250,000.00
```

We would be most concerned with the UNCOMMITTED BAL column. We could go ahead with our transaction as long as there was enough money in this field to support it.

Now we know it's safe to commit the money for our purchase. Let's begin filling out the document.

GENERAL PROCEDURES

The department will complete a Miscellaneous Encumbrance (PO) form.

You are being introduced to your first MMARS transaction document which contains header and line information. Please take out a blank PO from your packet, and complete it as we cover a field by field description. Input forms require Header information (information that is supplied on the top portion of the form) and **Line** information (information that is supplied on the lower portion of the form).

Header information fields generally consist of:

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID

TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	SUD F Y
PO						

MODIFY (M)
DELETE (D)

COMMENTS:

VENDOR CODE: VENDOR NAME:

I/G IND	SELLER FUND	SELLER DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CL/GRC	RPTG	DESCRIPTION:	AMOUNT	I/D	P/F

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CL/GRC	RPTG	DESCRIPTION:	AMOUNT	I/D	P/F

PREPARED BY:_____ TITLE:_____ DATE:_____
APPROVED BY:_____ TITLE:_____ DATE:_____
ENTERED BY:_____ TITLE:_____ DATE:_____

CO-PO [illegible]

PAGE __ OF __

DEPARTMENT/ORGANIZATION NAME

Required. Enter the name of the department and organizational unit preparing this form.

For training purpose we will continue to use Department of Fun/Business Office.

DOCUMENT ID

Required. Enter the document identification number for this form, which is comprised of:

Your instructor will assign a document identification number.

TRANS
the preprinted transaction code(PO for Miscellaneous Encumbrance)

DEPT
the three-position code for the department submitting this form;
Training Dept. is **FUN**

R/ORG
the four-position code for the organizational unit submitting this form; and the training org is **1000**

NUMBER
the seven-digit number assigned to the document. If this form is modifying a previously entered form, enter the document identification number of the original encumbrance.

Notice that this Doc ID begins with a different two-letter code from the last document you completed (VU). This one change to the Doc ID is enough to make it unique. We may use the same number we used on our last document.

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID						
TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	BUD P Y
PO						

ACTION: ENTRY (E) MODIFY (M) DELETE (D)

ORDER TYPE

VENDOR CODE:

VENDOR NAME:

MG IND	SELLER FUND	SELLER DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID														
LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	CHJU	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG	

TY	PROJ/CL/GAC	APTG	DESCRIPTION:	AMOUNT	I/O	P/F

REFERENCE DOCUMENT ID														
LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG	

TY	PROJ/CL/GAC	APTG	DESCRIPTION:	AMOUNT	I/O	P/F

PREPARED BY: _____ TITLE: _____ DATE: _____

APPROVED BY: _____ TITLE: _____ DATE: _____

ENTERED BY: _____ TITLE: _____ DATE: _____

CO-PO [illegible]

PAGE __ OF __

[illegible]

PO DATE

Required. Enter the date that you want to associate with the transaction, (usually the current date) in month-day-year format (e.g March 1 is entered 03 01 95).

We will enter today's date in this field.

ACCTG PRD

Optional. If left blank, the entries on this form are recorded in the accounting period based on the transaction date. If you want them recorded in a different accounting period, enter the desired period (e.g., July 1995 is entered as 01 95, where July is the first month of fiscal year 1995). You cannot enter future accounting periods.

We will skip this field for training.

BUD FY

Optional. If left blank, the transactions on this form apply to the current fiscal year's budget. If you want to record them in some other fiscal year's budget, enter the last two digits of the desired fiscal year (it must be open). A future fiscal year cannot be entered.

We will skip this field for training.

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID

TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	BUD F Y
PO						

ACTION: ENTRY (E) MODIFY (M) DELETE (D)

ORDER TYPE

COMMENTS:

VENDOR CODE:

VENDOR NAME:

BG IND	SELLER FUND	SELLER DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/AC	RPTG	DESCRIPTION:	AMOUNT	WO	PIF

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/AC	RPTG	DESCRIPTION:	AMOUNT	WO	PIF

PREPARED BY: _____ TITLE: _____ DATE: _____

APPROVED BY: _____ TITLE: _____ DATE: _____

ENTERED BY: _____ TITLE: _____ DATE: _____

CO-PO [illegible]

PAGE __ OF __

[redacted]

ACTION

Required. Enter the appropriate action code:

E = entry of a new vendor update form; or
M = modification of an existing vendor record.

For training purposes place an "E' in the action field.

ORDER TYPE

Optional. This field is a department-defined field used to identify different types of encumbrances.

We will skip this field for training.

COMMENTS

Optional. Enter notes about this form.

We will skip this field for training.

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID

TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	BUD F Y
PO						

ACTION: ENTRY (E) MODIFY (M) DELETE (D)

ORDER TYPE

COMMENTS:

VENDOR CODE:

VENDOR NAME:

SELECT FUND

SELECT DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/AC	RPTG	DESCRIPTION:	AMOUNT	I/D	P/F

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/AC	RPTG	DESCRIPTION:	AMOUNT	I/D	P/F

PREPARED BY: _____ TITLE: _____ DATE: _____

APPROVED BY: _____ TITLE: _____ DATE: _____

ENTERED BY: _____ TITLE: _____ DATE: _____

CO-PO [illegible]

PAGE __ OF __

VENDOR CODE

Required. Enter the vendor identification number or "**OPENORDER**" if a specific vendor is not known or multiple vendors will be paid from this encumbrance.

We will use the vendor we created on our last VU.

VENDOR NAME

Required. This is required except for "OPENORDERs." Enter the name of the vendor.

Again, use the name of the vendor you entered on your last VU.

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID

TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	BUD F Y
PO						

ACTION: ENTRY (E) MODIFY (M) DELETE (D)

ORDER TYPE

COMMENTS:

VENDOR CODE:

VENDOR NAME:

VG VNO	SELLER FUND	SELLER DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	CHU	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/AC	RPTG	DESCRIPTION:	AMOUNT	I/O	P/F

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/AC	RPTG	DESCRIPTION:	AMOUNT	I/O	P/F

PREPARED BY:_____ TITLE:_____ DATE:_____

APPROVED BY:_____ TITLE:_____ DATE:_____

ENTERED BY:_____ TITLE:_____ DATE:_____

CO-PO [illegible]

PAGE ___ OF ___

I/G IND Leave blank.

SELLER FUND Leave blank.

SELLER DEPT Leave blank.

DOCUMENT TOTAL

Required. Enter the total of all lines on the document.

If the amounts are being modified,

1. add the lines coded as increases ("I"),
2. Add the lines coded as decreases ("D"),
3. Subtract the smaller of these amounts from the larger and enter the difference as the total.

For Training purpose, let's make our PO for $1000.00.

This is the end of our **HEADER** information. Look at your PO sheet. It contains two groups of information. Notice that we have completed the top portion. The bottom portion contains the accounting **LINE** information.

Let's begin the **LINE** fields.

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID

TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	BUD F Y
PO						

ACTION: ENTRY (E) MODIFY (M) DELETE (D)

ORDER TYPE

COMMENTS:

VENDOR CODE:

VENDOR NAME:

PG IND	SELLER FUND	SELLER DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/AC	RPTG	DESCRIPTION:	AMOUNT	I/O	P/F

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/AC	RPTG	DESCRIPTION:	AMOUNT	I/O	P/F

PREPARED BY: _____ TITLE: _____ DATE: _____

APPROVED BY: _____ TITLE: _____ DATE: _____

ENTERED BY: _____ TITLE: _____ DATE: _____

CO-PO [illegible]

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[redacted] _____

LN

Required. Enter a different two-digit number for each line **(01,02,03, etc.).** This number will be used later on a payment voucher to reference this line.

For training purposes, we will start with line 01.

REFERENCED DOC ID **Leave blank.**

We will not use a reference document on our PO, (since we are not referencing another MMARS document).

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID

TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	BUD F Y
PO						

ACTION: ENTRY (E) MODIFY (M) DELETE (D)

ORDER TYPE

COMMENTS:

VENDOR CODE:

VENDOR NAME:

VG IND	SELLER FUND	SELLER DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/AC	RPTG	DESCRIPTION:	AMOUNT	I/O	P/F

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/AC	RPTG	DESCRIPTION:	AMOUNT	I/O	P/F

PREPARED BY: _____ TITLE: _____ DATE: _____

APPROVED BY: _____ TITLE: _____ DATE: _____

ENTERED BY: _____ TITLE: _____ DATE: _____

CO-FO 2[illegible]

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DEPT

Required. Enter the three-position code of the department encumbering the funds.

We will use FUN for our department in Training.

ORG

Required. Enter the four position code for the organizational unit responsible for this encumbrance.

We will use 1000 for our ORG in Training.

S/ORG

Optional. **(May be required by your department).** Enter the two-position code of the suborganizational unit encumbering the funds on this line. Refer to your department's suborganization Table (SORG) for a list of valid codes.

We will skip this field for Training

APPROP

Required. Enter the number of the appropriation account that will be charged for this encumbrance.

We will use 1111 1111 for our Training appropriation.

SUB

Required. Enter the two-position code for the subsidiary that will be charged for this encumbrance.

We will use the subsidiary we worked with in the Expenditure Classification Handbook, EE, for Training.

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID

TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	BUD F Y
PO						

ACTION: ENTRY (E) MODIFY (M) DELETE (D) | | ORDER TYPE | COMMENTS:

VENDOR CODE: | VENDOR NAME:

IG IND	SELLER FUND	SELLER DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/RC	RPTG	DESCRIPTION:	AMOUNT	I/O	P/F

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/RC	RPTG	DESCRIPTION:	AMOUNT	I/O	P/F

PREPARED BY:_____ TITLE:_____ DATE:_____
APPROVED BY:_____ TITLE:_____ DATE:_____
ENTERED BY:_____ TITLE:_____ DATE:_____

CO-FO [illegible]

PAGE __ OF __

OBJ

Required. Enter the three-position code from the objeet Table (OBJT) that best describes the item or services named on this line.

We will use the Object Code we looked up in the Expenditure Classification Handbook, E12, for Training.

S/OBJ

Optional. **(May be required by your department).** Enter the two-position code from your department's subobject Table **(SOBJ)** that best describes the encumbrance named on this line.

We will skip this field for Training.

PROG

Optional. Required if your department instructs you to enter this information. Enter the appropriate four-position program code. Refer to the **(PROG)** for a list of valid program codes.

We will skip this field for Training

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID

TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	BUD F Y
PO						

ACTION: ENTRY (E) MODIFY (M) DELETE (D)

ORDER TYPE

COMMENTS:

VENDOR CODE:

VENDOR NAME:

I/G IND	SELLER FUND	SELLER DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	CHU	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/GAC	RPTG	DESCRIPTION:	AMOUNT	I/O	P/F

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CLG/GAC	RPTG	DESCRIPTION:	AMOUNT	I/O	P/F

PREPARED BY: _____ TITLE: _____ DATE: _____

APPROVED BY: _____ TITLE: _____ DATE: _____

ENTERED BY: _____ TITLE: _____ DATE: _____

CO-PO [illegible]

PAGE __ OF __

TY

Optional. This block must be entered if the **PROJ/CL/GRC** block is completed. This field indicates whether the following field is a client, a project or a general reporting category. Enter one of the following codes:
C = client;
P = project; or
G = general reporting category.

We will skip this field for Training

PROG/CL/GRC

Optional. **(Required if the TY block is completed).** This field is used for a client code, a project code, or a general reporting category. The coding of this field depends upon specific department needs and may be required by your department.
We will skip this field for Training.

RPTG

Optional. This four-position reporting category code may be required by your department. Refer to the Reporting Category Table **(RPTG)** for a list of valid codes.
We will skip this field for Training.

DESCRIPTION

Optional. Enter notes about the Miscellaneous Encumbrance.

AMOUNT

Required. If this is a new line, enter the dollar amount of the item or service described on this line. If the amount on this line is being modified, enter the amount of change over or under the previous amount.
We will encumber $1000.00 for training, for our Law Books.

I/D

Required. If the amount is being modified.
I = increase in the amount; or
D = decrease in the amount.

P/F **Leave blank.**

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID

TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	BUD F Y
PO						

ACTION: ENTRY (E) MODIFY (M) DELETE (D) | ORDER TYPE | COMMENTS:

VENDOR CODE. | VENDOR NAME:

I/G IND | SELLER FUND | SELLER DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CL/GRC	RPTG	DESCRIPTION:	AMOUNT	I/D	P/F

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CL/GRC	RPTG	DESCRIPTION:	AMOUNT	I/D	P/F

PREPARED BY:_____ TITLE:_____ DATE:_____

APPROVED BY:_____ TITLE:_____ DATE:_____

ENTERED BY:_____ TITLE:_____ DATE:_____

CO-PO [redacted]

PAGE __ OF __

[redacted]

PREPARED BY

Required. Must be signed by the person preparing the form. Include the job title of the person preparing the form and the date on which the form is prepared and a telephone number at which the prepared can be contacted.

APPROVED BY

Required. Must be signed by the department head (or his/her designee). Include the job title of the person approving the form and the date on which the form is approved.

ENTERED BY

Required. Should be signed by the person who enters information from this form into MMARS. Include the job title of the person performing data entry and the data on which the data entry is performed.
We will create our own entries for these fields in Training.

MODULE II
Lesson 3
Topic 2

In This Lesson We Will Learn: How to enter our PO, (Planned Obligation, or miscellaneous Encumbrance), into the MMARS system.

You should now log into MMARS Training if you have backed out.

Choose selection 2, (Tables and Inquiries), from the Training Main Menu.

Press <ENTER>.

We will leaf to the Document Start Up Screen. To reach this screen,

Type L in the ACTION field.

Type PO in the SCREEN field.

```
ACTION: L  SCREEN: po              M  M  A  R  S                11/02/96 10:46:35
-------------------------------------------------------------------------------
                          FILES AND TABLES MAIN MENU
-------------------------------------------------------------------------------

            SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

(   ) APPROP AND BUDGETS MENU                (   ) EXPENDITURES MENU
(   ) GENERAL ACCOUNTING MENU                (   ) REVENUE MENU
(   ) COST ACCOUNTING MENU                   (   ) EXTENDED PURCHASING MENU
(   ) FIXED ASSETS MENU                      (   ) MONTHLY SPENDING MENU
(   ) INTERDEPARTMENTAL MENU                 (   ) PROJECT ACCT & REPORTING MENU
(   ) SUSPENSE FILE MANAGEMENT MENU
```

Press <ENTER>.

Easy Doc allows you to start your document from any screen with an **ACTION** field in the upper left hand corner of the screen. You should now be at the document header screen. This particular document has the Header and Line information on one screen.

```
FUNCTION: NEW                DOCID: PO                          11/02/96 10:55:45
          000-000 OF 000     BATID:                            STATUS:
H-                MISCELLANEOUS ENCUMBRANCE DOCUMENT

        PO DATE:             ACCTG PRD:          BUDGET FY:
         ACTION:             ORDER TYPE:          COMMENTS:
    VENDOR CODE:                   NAME:
                                                DOCUMENT TOTAL:
      ------REF DOCID------
    LN  TR DPT ORG NUMBER  LN  DPT ORG/SB   APPROP  SUB OBJ/SB PROG
    --- -- --- ---------- --  --- ------- -------- --- ------ ----
    TY  PRJ/CL/GRC ACTV RPTG         DESCRIPTION
    --  ---------- ---- ----  ------------------------------
     LINE AMOUNT     I/D   P/F
    -------------- ---   ---
01-


02-


A--*HD37-TYPE BATID/DOCID & PRESS ENTER
```

Complete the DOC ID, and
Press <ENTER>.

```
FUNCTION:                    DOCID: PO FUN 1000 5306KED          11/02/96 11:12:32
          000-000 OF 000     BATID:                            STATUS:
H-                MISCELLANEOUS ENCUMBRANCE DOCUMENT

        PO DATE:             ACCTG PRD:          BUDGET FY:
         ACTION:             ORDER TYPE:          COMMENTS:
    VENDOR CODE:                   NAME:
                                                DOCUMENT TOTAL:
      ------REF DOCID------
    LN  TR DPT ORG NUMBER  LN  DPT ORG/SB   APPROP  SUB OBJ/SB PROG
    --- -- --- ---------- --  --- ------- -------- --- ------ ----
    TY  PRJ/CL/GRC ACTV RPTG         DESCRIPTION
    --  ---------- ---- ----  ------------------------------
     LINE AMOUNT     I/D   P/F
    -------------- ---   ---
01-


02-
```

Your cursor should now be blinking on the PO DATE: field. You should have your completed PO form in front of you. Fill in the fields on the document screen. Use the TAB key to skip past any fields which do not require entry of information. Key in all the information filled in on your hard copy except for the NAME: field. The vendor code you entered will call up the vendor name when the document is edited. It is your safety check to make certain the vendor code was keyed in correctly.

Type in the rest of the PO document.

```
FUNCTION:                DOCID: PO FUN 1000 5306KED          11/02/96 13:12:40
          000-000 OF 000   BATID:                            STATUS:
 H-                MISCELLANEOUS ENCUMBRANCE DOCUMENT

        PO DATE: 11 02 96 ACCTG PRD:                  BUDGET FY:
         ACTION: E        ORDER TYPE:                 COMMENTS:
    VENDOR CODE: 000010000 0024 NAME:
                                                DOCUMENT TOTAL: 1000
        ------REF DOCID------
    LN  TR DPT ORG NUMBER  LN  DPT ORG/SB   APPROP   SUB OBJ/SB PROG
    --- -- --- ----------- --  --- ------- -------- --- ------ ----
    TY  PRJ/CL/GRC ACTV RPTG         DESCRIPTION
    --  ---------- ---- ----  ------------------------------
     LINE AMOUNT    I/D   P/F
     -------------  ---   ---
 01- 01                          fun 1000    11111111  ee e12
                                law books
     1000
 02-
```

This is your first MMARS **Transaction Document.** Notice the **LINE** information area. You are keying in only one line, but you must key three lines of information into that one line. Be careful to line your fields up with the field display above the line.

Once you have keyed in all the information on the PO screen, check for errors by using the **EDIT** feature.

Press **<HOME>** and move the cursor to the **FUNCTION:** field.

Type **ED** in this field. (or EDIT DOC), and

Press **<ENTER>.**

```
FUNCTION:                    DOCID: PO FUN 1000 5306KED          11/02/96 13:22:45
          001-001 OF 001   BATID:                                STATUS: SCHED
 H-                MISCELLANEOUS ENCUMBRANCE DOCUMENT

        PO DATE: 11 02 96  ACCTG PRD:          BUDGET FY:
         ACTION: E        ORDER TYPE:          COMMENTS:
    VENDOR CODE: 000010000 0024 NAME: M A P S
                                              DOCUMENT TOTAL:       1,000.00
        ------REF DOCID------
    LN  TR DPT ORG NUMBER  LN  DPT ORG/SB   APPROP   SUB OBJ/SB PROG
    --- -- --- ---------- --  --- ------- -------- --- ------ ----
    TY  PRJ/CL/GRC ACTV RPTG         DESCRIPTION
    --  ---------- ---- ----  ------------------------------
     LINE AMOUNT    I/D   P/F
    -------------  ---   ---
 01- 01                          FUN 1000    11111111  EE E12
                           0001  LAW BOOKS
           1,000.00
 02-


 A--*HP00-NO ERRORS DETECTED
```

Notice the upper right hand corner or the screen. The document is now **SCHEDULED**.

This document will go to a **DONE** status in the overnight run. It differs from the VU you did earlier in that it requires no approval from another department.

For training purposes, you need to get your document in a DONE status now. This can be done in both Training and Production by;

Press **<HOME>** and send the cursor into the FUNCTION: field.

Type **WD** in the FUNCTION field.

Press **<ENTER>.**

This process is more expensive than having your documents go through the overnight run. Some departments do not allow it to be done. Find out what your department's policy is before you try this COMMAND back at your office.

```
FUNCTION:                    DOCID: PO FUN 1000 5306KED          11/02/96 13:34:31
          001-001 OF 001   BATID:                                STATUS: DONE
 H-                MISCELLANEOUS ENCUMBRANCE DOCUMENT

        PO DATE: 11 02 96  ACCTG PRD:          BUDGET FY:
         ACTION: E         ORDER TYPE:          COMMENTS:
     VENDOR CODE: 000010000 0024 NAME: M A P S
                                              DOCUMENT TOTAL:        1,000.00
        ------REF DOCID------
     LN  TR DPT ORG NUMBER  LN  DPT ORG/SB   APPROP   SUB OBJ/SB PROG
     --- -- --- ---------- --  --- ------- -------- --- ------ ----
     TY  PRJ/CL/GRC ACTV RPTG          DESCRIPTION
     --  ---------- ---- ---  ------------------------------
      LINE AMOUNT     I/D   P/F
     -------------   ---   ---
 01- 01                              FUN 1000    11111111  EE E12
                              0001  LAW BOOKS
           1,000.00
 02-


 A--*HP20-DOCUMENT ACCEPTED
```

Let's go back and view this listing in the Suspense File. Remember how to back away from this screen?

Press <HOME> to put the cursor in the FUNCTION field.

Type in FD (or END) ;

```
ACTION: L  SCREEN: MTIM          M  M  A  R  S                  11/02/96 13:43:47
 ------------------------------------------------------------------------------
                          FILES AND TABLES MAIN MENU
 ------------------------------------------------------------------------------

           SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

 (   ) APPROP AND BUDGETS MENU              (   ) EXPENDITURES MENU
 (   ) GENERAL ACCOUNTING MENU              (   ) REVENUE MENU
 (   ) COST ACCOUNTING MENU                 (   ) EXTENDED PURCHASING MENU
 (   ) FIXED ASSETS MENU                    (   ) MONTHLY SPENDING MENU
 (   ) INTERDEPARTMENTAL MENU               (   ) PROJECT ACCT & REPORTING MENU
 (   ) SUSPENSE FILE MANAGEMENT MENU


     PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

Cross Travel to SUSF

```
ACTION: S  SCREEN: SUSF          M  M  A  R  S                  11/02/96 14:12:58
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                    LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
```

With the S for SCAN in the ACTION field,

Key in the DOC ID information from your document. Make sure you are typing in under the DOC ID umbrella, and not the BATCH ID umbrella.

Press **<ENTER>.**

```
ACTION: R  SCREEN: SUSF          M  M  A  R  S                11/02/96 15:01:07
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                LAST   LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE   USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-   .    .    .      PO   FUN  1000 5305KED SCHED 00000 961101 CPIABG
 02-   .    .    .      PO   FUN  1000 5306KED DONE  00000 961102 CTRAC4
 03-   .    .    .      PO   FUN  1000 5432DEM SCHED 00000 961101 DEMBII
 04-   .    .    .      PO   FUN  1000 5499Q99 SCHED 00000 961102 DYSAVH
 05-   .    .    .      PO   FUN  1000 5620SMP DONE  00000 961101 OCDAEN
 06-   .    .    .      PO   FUN  1000 5621ANN DELET 00000 961101 MRCALJ
 07-   .    .    .      PO   FUN  1000 5678DMR DONE  00000 961101 SAOALP
 08-   .    .    .      PO   FUN  1000 5950001 DONE  00000 961027 MRCACB
 09-   .    .    .      PO   FUN  1000 6565PAR DONE  00000 961025 CTRTR1
 10-   .    .    .      PO   FUN  4000 5182JM1 DONE  00000 960629 CTRABD
 11-   .    .    .      PO   FUN  4000 5182JPM DONE  00000 960629 CTRABD
 12-   PO   FUN  123456 .    .    .    .        HELD  00000 961101 CTRABD
 13-   PO   FUN  123456 PO   FUN  1000 5305JPM REJCT 00000 961101 CTRABD
```

Your document ID should now be listed at the top of the screen. The listings are in alphanumeric order by DOC ID. The rest of the list contains documents which are after yours in number sequence.

SKILL CHECK

Go from the Suspense File into your document.

Once you are in your document, back out to the Suspense File again.

(Go back to **MODULE II, Lesson 2, Topic 3,** if you have any problems with this Skill Check.)

MODULE II
Lesson 3
Topic 3

In This Lesson We Will Learn: Where our MMARS PO Transactions are stored once they leave the Suspense Files.

MMARS transactions do not disappear once they leave the Suspense Files. They are recorded in other MMARS tables. The original DOC ID number is UNIQUE and stays with the document as it is stored in other tables. It is the number we use to access MMARS Transaction information.

We talked about two major parts of a MMARS Transaction when we did the PO. These parts are known as the HEADER information and the LINE information. When a MMARS Transaction reaches a **DONE** status on the Suspense Files, it is stored in header information and Line information tables. The transactions' unique DOC ID allows the information to be called up.

We have completed only one MMARS Transaction so far. It was the PO. The Header information on the PO hits a table called **OPPH,** OPEN PO HEADER INQUIRY. Let's Cross Travel to this Table and look up our **DONE** PO.

Cross Travel from a screen with an ACTION field to OPPH.

```
ACTION: S  SCREEN: OPPH          M  M  A  R  S          07/25/96 13:23:11
                        *** OPEN PO HEADER INQUIRY ***
KEY IS TRANS CODE, TRANS DEPT, PO NUMBER
01-
        TRANS CODE:     TRANS DEPT:         PO NUMBER:
         CHBK FUND:                                    CHBK DEPT:
        ORDER TYPE:                                  CHBK RSRC/SUB:
     OFF RES ACCT:                                        PO DATE:
         COMMENTS:                                     PO AMOUNT:
       VENDOR CODE:                                PO CLOSING DATE:
       VENDOR NAME:                                  CLOSED PO AMT:
02-
        TRANS CODE:     TRANS DEPT:         PO NUMBER:
         CHBK FUND:                                    CHBK DEPT:
        ORDER TYPE:                                  CHBK RSRC/SUB:
     OFF RES ACCT:                                        PO DATE:
         COMMENTS:                                     PO AMOUNT:
       VENDOR CODE:                                PO CLOSING DATE:
       VENDOR NAME:                                  CLOSED PO AMT:
```

Notice the KEY on this table. It is asking for the DOC ID.

TAB to TRANS CODE: FIELD and begin typing in you DOC ID.

The cursor will move from field to field by itself. The last field, of PO NUMBER:, needs both the ORG number and the seven digit document number. The entire DOC ID from your PO will be typed into these KEY fields in the same order they appear on the document.

Press **<ENTER>.**

```
ACTION: R  SCREEN: OPPH          M  M  A  R  S          07/25/96 13:30:16
                        *** OPEN PO HEADER INQUIRY ***
KEY IS TRANS CODE, TRANS DEPT, PO NUMBER
01-
       TRANS CODE: PO TRANS DEPT: FUN   PO NUMBER: 10004054002
        CHBK FUND:                                   CHBK DEPT:
       ORDER TYPE: 1                               CHBK RSRC/SUB:
     OFF RES ACCT: 0351                              PO DATE: 07 25 96
         COMMENTS:                                 PO AMOUNT:  1,000.00
      VENDOR CODE: 000010000 0024                PO CLOSING DATE:
       VENDOR NAME: M A P S                        CLOSED PO AMT:  0.00
02-
       TRANS CODE: PO TRANS DEPT: FUN    PO NUMBER: 10004061001
        CHBK FUND:                                   CHBK DEPT:
       ORDER TYPE: 1                               CHBK RSRC/SUB:
     OFF RES ACCT: 0351                              PO DATE: 03 02 96
         COMMENTS:                                 PO AMOUNT:  650.00
      VENDOR CODE: OPENORDER                     PO CLOSING DATE:
      VENDOR NAME: OPEN ORDER VENDOR              CLOSED PO AMT:  50.00
```

The screen fills in with two entries. The top listing is the one you requested. The second listing is the next numerical sequence by DOC ID.

The following is an explanation of the **OPPH** screen:

OPEN MISCELLANEOUS ENCUMBRANCE HEADER FILE

Purpose: This file contains the list of all outstanding Miscellaneous Encumbrance (PO) and Closed Miscellaneous Encumbrance. All Information recorded on the header part of the Miscellaneous Encumbrance input from appears in the file, in addition to the total amount closed.

Updates: Lines are added to this file when new Miscellaneous Encumbrance (PO) documents are accepted by MMARS, and lines are changed when modifications are submitted on these documents. The closed amount column is updated when Payment Vouchers are accepted.

FIELD NAME	FIELD DESCRIPTIONS
TRANS CODE:	The transaction letters assigned to this miscellaneous encumbrance on the PO input form. This two letter abbreviation for the transaction is preprinted on the form.
TRANS DEPT:	The department responsible for entering this PO and the one that will provide the payment.
PO NUMBER:	The PO number assigned to this miscellaneous document on the PO input form. This number begins with the four digit ORG code.
CHBK FUND:	This field is always empty on the PO. It is used for interdepartmental transactions.
ORDER TYPE:	This field is a department-defined field used to identify different types of encumbrances.
CHBK RSRC/SUB:	Charge Back Revenue Source Code Subsidiary - This field is used for interdepartmental encumbrances.
OFF RES ACCT:	Offset Reserve Account - The code for the balance sheet account used for reserves for encumbrances. The code used is listed in the System Special Accounts Table.
PO DATE:	The PO date given on the miscellaneous encumbrance input form.

COMMENTS:	The comments given on the miscellaneous encumbrance input form.
PO AMOUNT:	The total amount of this miscellaneous encumbrance document; it reflects all adjustment actions made on the original amount.
VENDOR CODE:	The vendor code given on the miscellaneous encumbrance input form.
PO CLOSING DATE:	The date on which this miscellaneous encumbrance was either paid off or forced closed by a payment voucher transaction.
CLOSED PO AMT:	The total amount cleared so far on this miscellaneous encumbrance document (i.e., the total of all PO line Closed Amounts from the PO Line Application File.)

Now that we have seen where our **HEADER** information is stored for our PO, we can **SUPER LEAF** over to the line information. The table the line information resides under has a screen code of **OPPL.**

Press **<HOME>** to bring your cursor into the ACTION field.

Type **L** in the ACTION field.

Press **<ENTER>.**

```
ACTION: R  SCREEN: OPPL          M  M  A  R  S          07/25/96 13:34:59
                          *** OPEN PO LINE INQUIRY ***
KEY IS TRANS CODE, TRANS DEPT, PO NUMBER, LINE NUMBER

TRANS CODE: PO DEPARTMENT: FUN PO NUMBER: 10004054002 LINE NUMBER: 01
 BUDGET FY: 97  LINE DESCRIPTION: LAW BOOKS
      FUND: 010           OBJ/SUB: E12       GEN REPT CATG:
DEPARTMENT: FUN           ORG/SUB: 1000     PROJECT NUMBER:
 REPT CATG: 0001           CLIENT:                ACTIVITY:
 APPR CODE: 11111111                      PO LINE AMOUNT:     1,000.00
SUBSIDIARY: EE                            PO LINE CLD AMT:    0.00
   PROGRAM:                               PO LINE EXP AMT:    0.00
REF RESERVATION/RQ: ID:                          AMOUNT:     0.00
```

The Super Leaf carries all the KEY information from the Header table, into the KEY of the Line table. You should see your line information displayed before you.

Notice the last area of the KEY for this table. It is the line number. It will automatically display Line 1 first. Our document only had one line. If several lines had been keyed, we could reach the next line by pressing ENTER with an R in the ACTION field. This process could be repeated until all lines had been view.

A specific line can be viewed by pressing he TAB key to the LINE NUMBER field, and typing the line number of the line you wish to view.

The following is an explanation of the **OPPL** screen:

OPEN MISCELLANEOUS ENCUMBRANCE LINE FILE

Purpose: This file contains the list of all outstanding planned obligation (PO) lines and closed planned obligation lines before they have been archived. All information recorded on the line level of the planned obligation (PO) input form appears in the file, in addition to closed and expensed amounts. The file is organized by planned obligation document number.

Updates: Lines are added to this file when new planned obligation lines are accepted by MMARS, and lines in the file are changed when modifications are submitted on planned obligation lines. The reference document ID and reference document closed amounts are updated when cash disbursements are processed, and manual checks and expense vouchers accepted. Lines are deleted from the file at the end of an accounting period when they have been closed for one entire accounting period.

TRANS CODE	The transaction number assigned to this miscellaneous encumbrance on the PO input form.
TRANS DEPT	The department responsible for entering this PO and the one that will provide the payment.
PO NO.	The PO number assigned to this miscellaneous encumbrance document on the PO input form.
LINE NO.	The number of the line item being described, assigned on the PO input form.
BUDGET FY	The last two digits of the budget fiscal year. Inferred from the Purchase Order.
LINE DESCRIPTION	The comments entered in to PO input form.
FUND	The fund to which the PO is charged.
OBJ/SUB	The organization/suborganization entered on the PO.
PROJECT NUMBER	The Project number entered on the PO.
REPT CATG	The reporting category entered on the PO.

CLIENT	The client number entered on the PO.
APPR CODE	The appropriation account to which the PO is charged
PO LINE AMOUNT	The amount of this purchase order line; it reflects all adjustment actions made on the original amount.
SUBSIDIARY	The subsidiary that will be credited for this order.
PO LINE CLOSED AMT	The total amount paid so far on this purchase order line, until the purchase order line is closed. At closing, this figure is set equal to the PO line amount, even if the closed amount was more or less than the PO line amount. (The next column reflects the actual amount expended at the time of closing.)
PROGRAM	The program charged for this purchase order.
PO LINE EXPENSE AMOUNT	The total amount paid so far on this purchase order line (i.e., the total of all accepted payment voucher lines referencing this purchase order line.)
REFERENCE DOC ID	If this purchase order references a requisition, the requisition number.
REFERENCED DOCUMENT CLOSED AMT	The amount entered on the requisition that must be reduced to zero to close out the requisition:

See the Appendix for a complete list of MMARS document Header and Line Tables.

MODULE II
Lesson 4
Topic 1

In This Lesson We Will Learn: **The policy and procedure involved in completing a Payment Voucher, (PV).**

Purpose: This document generates a payable for goods received or services rendered.

Payment vouchers are NEVER done prior to receiving the goods or services. A Payment Voucher should always reference a Vendor invoice number. There are safeguards built into MMARS to keep us from paying duplicate invoices.

The following is a description of the Payment Voucher with instructions on how to fill it out. We will pay our encumbrance (PO) for the journals for training purpose.

PAYMENT TRANSACTIONS

Payment Voucher (PV)

Introduction

A Payment Voucher (PV) authorizes the disbursement of funds. An encumbrance is usually processed before a Payment Voucher (PV). The appropriate encumbrance must be referenced on the Payment Voucher (PV). When a Payment Voucher (PV) line references an encumbrance line, the referenced encumbrance line is cleared by the amount of the Payment Voucher (PV) line and information from the encumbrance line will be transferred automatically to the PV screen. A Payment Voucher may not have an encumbrance document to reference. In these cases, the payment voucher will reference the vendor's invoice only.

A tolerance percent has been established in **MMARS** to allow departments to spend 10 percent over the recorded encumbrance amount on a Miscellaneous Encumbrance (PO). The tolerance amount cannot exceed the available funds.

GENERAL PROCEDURES FOR PROCESSING PAYMENT VOUCHERS (PV)

When a Payment Voucher (PV) is received by the department, the Payment Voucher must be stamped to show the date on which it was received.

Let's begin by taking out a blank PV form from the Appendix of this module. You may also refer to the PO which you completed earlier in this module.

Let's go over the PV fields.

PAYMENT VOUCHER INPUT FORM

Department/Organization Name

The Commonwealth of Massachusetts
Office of the Comptroller

Revised: 3/28/95

Document ID

Trans	Dept	R/Org	Number	PV Date	Acctg Prd	Bud FY
PV						

Action: (E) (M) | Sch Pay Date | Off Liab Acct

VENDOR'S CERTIFICATION
I certify that the goods were shipped or the service rendered as set forth below.

(Please Sign In Ink)

Ref Doc ID

Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	Tran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Pymnt Reference Num	Description:

MSA #	Line #	Disc	Dates of Service To	Quantity	Amount:	I/D	P/F

TO THE COMPTROLLER OF THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify under the penalties of perjury that all laws of the Commonwealth governing disbursements of public funds and the regulations thereof have been complied with and observed.

INSTRUCTIONS TO VENDOR:
FILL IN SHADED AREAS
DIRECT INQUIRIES TO STATE ORGANIZATION
RETAIN GOLDENROD COPY

Prepared By: _____ Title: _____ Date: _____

Entered By: _____ Title: _____ Date: _____ Page _____ Of _____

The undersigned authorized signatory approving this document certifies that this document and any attachments are accurate and complete and comply with all applicable general and special laws and regulations.

Approved _____ Title: _____ Date: _____ Phone # _____

DEPARTMENT/ORGANIZATION NAME

Required Enter the name of the department and organizational unit responsible for this Payment Voucher.

DOCUMENT ID

Required. Enter the document identification number, which is composed of:

TRANS The preprinted transaction code (PV for Payment Voucher);

(1) **DEPT**
The three-position code for the department responsible for this payment.
Training Dept. FUN

(2) **R/ORG**
The four position code for the organizational unit responsible for this payment; **Training R/ORG 1000**

(3) **NUMBER**
The seven-digit number assigned to this document.
Your Instructor will assign you a Number.

If this form is **modifying** a previously entered Payment Voucher, enter the document identification number of the original Payment Voucher.

PV DATE

Required. Enter the date to be associated with this bill (the date the department received the Vendor's Invoice) in month-day-year format (e.g., March 1, 1996 is entered as 03 01 96).

We will use the current date for Training.

PAYMENT VOUCHER INPUT FORM

Department/Organization Name

The Commonwealth of Massachusetts
Office of the Comptroller

Revised: 3/28/95

Document ID						
Trans	Dept	R/Org	Number	PV Date	Acctg Prd	Bud FY
PV						

Action: (E) (M)	Sch Pay Date	Off Liab Acct

VENDOR'S CERTIFICATION
I certify that the goods were shipped or the service rendered as set forth below.

(Please Sign In Ink)

Ref Doc ID

Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	Tran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Pymnt Reference Num	Description:

MSA #	Line #	Disc	Dates of Service To	Quantity	Amount:	I/D	P/F

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ACCTG PRD

Optional. If left blank, the entries on this form are recorded in the accounting period based on the transaction date. Vouchers with transaction dates in a closed accounting period should list an accounting period is still open. If you want them recorded in a different accounting period, enter the desired period (it must be open) in fiscal month-year format (e.g. July 1997 is entered as 01 97, where July is the first month of fiscal year 1997).

BUD FY

Optional. If left blank, the transactions on this form will apply to the current fiscal year. If you want to record them in some other fiscal year, enter the last two digits of the desired fiscal year (it must be open). A future fiscal year cannot be entered.

We will use BUD FY 97 for Training.

ACTION

Required. **Enter the appropriate action code:**

E = entry of a new Payment Voucher; or
M = modification of a previously entered form.

SCH PAY DATE

Optional. Enter the date on which you want to have the check for this Payment Voucher issued in month-day-year format (e.g., March 1, 1996 is entered as 03 01 96). MMARS will select the appropriate warrant date based on this date. If left blank, MMARS will use information in the system to determine automatically what the warrant date should be.

We will skip this field for Training.

OFF LIAB ACCT

Optional. Usually left blank; this block is used when reference is made to an accrued expense. Enter the code of the balance sheet account to be credited for the liability created by payment of items listed on this form. Refer to the Balance sheet Account Reference Table (BAAC) for a list of valid balance sheet codes.

We will skip this field for Training.

PAYMENT VOUCHER INPUT FORM

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Revised: 3/28/95

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Action: (E) (M)	Sch Pay Date	Off Liab Acct

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Ref Doc ID

Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	Tran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Pymnt Reference Num	Description:

MSA #	Line #	Disc	Dates of Service To	Quantity	Amount:	I/D	P/F

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VENDOR'S CERTIFICATION

This block must be signed by the vendor when the vendor completes a Payment Voucher form. If a PV is not prepared of signed by the vendor, an alternative certification, such as a Vendor Invoice, must be provided as supporting documentation.

We will skip this field for Training.

REFERENCE DOC ID

Optional. Enter the document identification number of the encumbrance associated with this payment. This field is also available on the accounting line.

We will skip this field.

DOCUMENT TOTAL

Required. Enter the total amount billed on this payment voucher in dollars and cents.

If the amount is being modified,

1. Add together all line amounts coded as increase ("I"),
2. Add together all line amounts coded as decrease ("D").
3. Subtract the smaller amount from the larger amount, and enter the difference as the total.

We will enter $500.00 for our Law Books for Training.

PAYMENT REF NUM

Optional. Enter the number assigned by the vendor to the vendor invoice (if the Payment Voucher is completed by the vendor, the vendor should enter this number. The Department should assign a VI number, such as a bill date, if the vendor does not supply this information.

We will skip this field.

PAYMENT VOUCHER INPUT FORM

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Document ID						
Trans **PV**	Dept	R/Org	Number	PV Date	Acctg Prd	Bud FY

Action: (E) (M)	Sch Pay Date	Off Liab Acct

VENDOR'S CERTIFICATION
I certify that the goods were shipped or the service rendered as set forth below.

(Please Sign In Ink)

Ref Doc ID

Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	Tran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Pymnt Reference Num	Description:

MSA #	Line #	Disc	Dates of Service To	Quantity	Amount:	I/D	P/F

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VENDOR CODE

Required. Enter the vendor identification number from the MMARS Vendor Table. For employees, list their social security number and first four digits of the last name. Repeat the last letter when the name is less than four characters.

We will enter the Vendor Code on our PO for Training.

EMP

Required. For employee reimbursements. Enter "Y" to indicate the payee is an employee rather than a vendor.

We will skip this field.

VENDOR NAME AND ADDRESS

Required. Enter the name and address of the vendor or employee name as well as Department/Organization.

We will enter the name of the Vendor on our PO for Training.

PAYMENT VOUCHER INPUT FORM

Department/Organization Name

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Office of the Comptroller

Revised: 3/28/95

Document ID						
Trans **PV**	Dept	R/Org	Number	PV Date	Acctg Prd	Bud FY

Action: (E) (M)	Sch Pay Date	Off Liab Acct

VENDOR'S CERTIFICATION
I certify that the goods were shipped or the service rendered as set forth below.

(Please Sign In Ink)

Ref Doc ID

Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	Tran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Pymnt Reference Num	Descripuon:

MSA #	Line #	Disc	Dates of Service To	Quanuty	Amount:	I/D	P/F

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The following six fields are usually filled in by the Vendor:

REFERENCED ORDER

Optional. Enter the document identification number of the encumbrance associated with this payment.

We will skip this field.

LINE

Optional. Enter the applicable accounting line number from the referenced encumbrance (e.g., PO).

We will skip this field.

QUANTITY

Optional. Enter the quantity of goods or services.

We will skip this field.

DESCRIPTION

Optional Enter a description of the item or service provided.

We will skip this field.

UNIT PRICE

Optional. Enter the price for each unit billed.

We will skip this field.

AMOUNT

Optional. Enter the amount by multiplying the unit price times the quantity. The billed amount may be less than the rate times the units when outside payments (e.g. parent payments) reduce the total cost to the state.

We will skip this field.

PAYMENT VOUCHER INPUT FORM

Department/Organization Name

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Revised: 3/28/95

Document ID

Trans	Dept	R/Org	Number	PV Date	Acctg Prd	Bud FY
PV						

Action: (E) (M) | Sch Pay Date | Off Liab Acct

VENDOR'S CERTIFICATION
I certify that the goods were shipped or the service rendered as set forth below.
(Please Sign In Ink)

Ref Doc ID

Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	Tran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Tymnt Reference Num	Description:

MSA #	Line #	Disc	Dates of Service To	Quantity	Amount:	I/D	P/F

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LN

Required Enter a different two-digit number for each line (01, 02, 03, etc.)

We will enter Line Number 01 in the LN for training

REFERENCED ORDER

Required. This line item refers to a previously entered encumbrance line. The referenced document identification number is comprised of:

TRANS
the two-position transaction code of the encumbrance;

DEPT
the three-position alpha department code;

R/ORG
the four-position responsible organization code;

NUMBER
the seven-digit document number; and

LINE
the two digit line number of the encumbrance that is being referenced.
We will enter the PO Number from our PO for Training.

PAYMENT VOUCHER INPUT FORM

Department/Organization Name

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Office of the Comptroller

Revised: 3/28/95

Document ID						
Trans **PV**	Dept	R/Org	Number	PV Date	Acctg Prd	Bud FY

Action: (E) (M)	Sch Pay Date	Off Liab Acct

VENDOR'S CERTIFICATION
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(Please Sign In Ink)

Ref Doc ID

Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	ran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Pymnt Ref Num	Description

MSA #	Line #	Disc	Dates of Service To	Quantity	Amount:	I/D	P/F

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DEPT

Required. Enter the three-position code for the department responsible for this payment. If this line references an encumbrance, this information will be automatically transferred from the encumbrance. No entry is required.

We will entry FUN in the DEPT field for Training.

APPROP

Required. Enter the name of the appropriation account funding this payment. Also, this line references an encumbrance and the information will be transferred automatically.

We will 1111 1111 in the APPROP field for Training.

SUB

Required. Enter the two position code of the subsidiary of the appropriation account funding this payment. This line references an encumbrance and the information will be transferred automatically.

We will enter EE in the SUB field for Training.

ORG

Required. Enter the four-position code for the organizational unit responsible for this payment. This line references an encumbrance and the information will be transferred automatically from the encumbrance. No data entry in required.

We will enter 1000 in the ORG field for Training.

S/ORG

Optional. May be required by your department. Enter the two-position code of the sub-organizational unit responsible for this payment. Refer to your department's Suborganization Table (**SORG**) for a list of valid codes. If the encumbrance includes a s/org code, the information will be transferred automatically from the encumbrance. No data entry is required.

We will skip this field.

PAYMENT VOUCHER INPUT FORM

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Document ID						
Trans	Dept	R/Org	Number	PV Date	Acctg Prd	Bud FY
PV						

Action: (E) (M)	Sch Pay Date	Off Liab Acct

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Ref Doc ID

Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	Tran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Org	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Pymnt Reference Num	Descripuon:

MSA #	Line #	Disc	Dates of Service To	Quantity	Amount:	I/D	P/F

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OBJ

Required. Enter the three-position code from the Object Table (OBJT) that best describes the item or service named on this line. This line references an encumbrance and the information is automatically transferred from the encumbrance. No data entry is required.

We will enter E12 in the OBJ field.

S/OBJ

Optional. May be required by your department. Enter the two-position code from your department's Subobject Table **(SOBJ)** that best describes the item or service named on this line. This line references an encumbrance and the information will be automatically transferred from the encumbrance. No data entry is required.

We will skip this field.

PROG

Optional. May be required by your department. Enter the appropriate four-position program code from the Program Table **(PROG).** If this line references an encumbrance, the information will automatically be transferred from the encumbrance.

We will skip this field.

TY

Optional. This block must be completed if the **PROJ/CL/GRC** block is completed. This field indicates whether the following field is a client, a project, or a general reporting category. Enter the following codes:

C	=	**client**
P	=	**project; or**
G	=	**general reporting category**

We will skip this field.

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Ref Doc ID

Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order															
LN	Tran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Pymnt Reference Num	Description:

MSA #	Line #	Disc	Dates of Service To	Quantity	Amount:	I/D	P/F

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PROJ/CL/GRC

Optional. Required if the **TY** field is completed. This field is used for a client code, a project code, or a general reporting category code. The coding of the field depends upon specific department needs and may be required by your department. This line references an encumbrance and the information will automatically be transferred from the encumbrance.

We will skip this field.

RPTG

Optional. This four-position reporting category code may be required by your department. Refer to the Reporting Category Table **(RPTG)** for a list of valid codes for your department. This line references an encumbrance and the information will automatically be transferred from the encumbrance. No data entry is required.
We will skip this field.

FUND

Required. This three-digit number will infer automatically from the appropriation number.

We will skip this field.

BS ACCT **Leave Blank.**
DEPT

Required. The three-position code for the department responsible for this payment.
We will enter FUN in the DEPT field for Training.

PYMNT REFERENCE NUM

Required. May be left blank. If the invoice number is entered at the top of the form. Otherwise, enter the Payment reference number.
We will key our INITIALS in the PAYMENT REFERENCE NUMBER field.

DESCRIPTION

Optional. Enter notes about this Payment Voucher line.

We will enter LAW BOOKS in the DESCRIPTION field for Training.

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Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	ran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

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MSA#
Required

The Master Service Agreement number of a purchase made off a master service agreement would require the number in this field. Our purchase wasn't from a Master Service Agreement.

We will skip this field.

LINE#
Required

If the purchase was made off a Master service Agreement, the line number of the agreement would have to be entered here. Our purchase wasn't from a Master Service Agreement.

We will skip this field.

DISC
Optional. Enter the four-position discount code from the Discount Type Table (DISC).

We will skip this field.

DATES OF SERVICES
Required. When a service has been provided. Enter the "from" and "to" dates in month-day-year format (e.g., March 1, 1995 is entered as 03 01 95). If a good has been received, enter the date of receipt in the "from" date.

We will enter the CURRENT DATE in the DATES OF SERVICE field for Training.

QUANTITY
Optional. Enter the quantity of goods or services for which payment is being made. The MMARS System will default to **1**.

AMOUNT
Required. If adding a new line, enter the dollar amount of the item or service described on this line. If modifying the amount of a previously entered payment voucher, enter the amount of the increase or decrease.

We will enter $500.00 in the AMOUNT field for Training.

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Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	Tran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Pymnt Reference Num	Description:

MSA #	Line #	Disc	Dates of Service To	Quantity	Amount:	I/D	P/F

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Approved _____ Title: _____ Date: _____ Phone # _____

I/D

Required. If the amount is being modified.

I = increase in the amount; or
D = decrease in the amount.

We will skip this field.

P/F

Required. This line references an encumbrance. This block indicates whether the line is closing out a referenced encumbrance line (enter **"F"** for final payment) or whether it only partially pays against the encumbered amount (leave blank for partial payment). Payments where the line amount exceeds that on the encumbrance but is within the tolerance limit **(10%)** must always be coded with **"F"**.

We will let the MMARS system default to partially reduce our PO Encumbrance for Training.

PREPARED BY:

Required. Must be signed by the person who prepares the form. Include the job title of the person preparing the form and the date on which the form is prepared.

ENTERED BY:

Required. Should be signed by the person who enters information from the form into MMARS. Include the job title of the person performing data entry and the date on which data entry is performed.

APPROVED BY:

Required. Must be signed by the department head (or his/her designee). Include the job title of the person approving the form and the date on which the form is approved.

MODULE II
Lesson 4
Topic 2

In This Lesson We Will Learn: How to enter our Payment Voucher into the MMARS system.

You should now log into MMARS Training if you have backed out.

Look on Page 68 of this module. Figures were recorded from the APR2 screen prior to entering the PO into the system.

Let's record some more information, prior to entering our PV into the system.

Select 2 from the Main Menu and

Press <ENTER>.

Cross travel to APR2.

Fill in the **KEY** using the information from the PO you filled out.

Press <ENTER>.

Jot down the figures in the ;

uncommitted balance:_____

Percent committed:_____

encumbered amount:_____

Compare these to the figures on page 68, prior to the encumbrance document being accepted into the system.

The uncommitted balance should now be lower.

The percent committed would be slightly higher.

The encumbered amount should be higher.

We need to keep track of a couple of additional fields in order to see the impact of the payment voucher on your financial fields.

Jot down the figures in the;

expended amt._____

unexpended balance _____

percent expended _____

Let's take a short cut to the **Document Processing Screen.**

Type an L in the ACTION field.

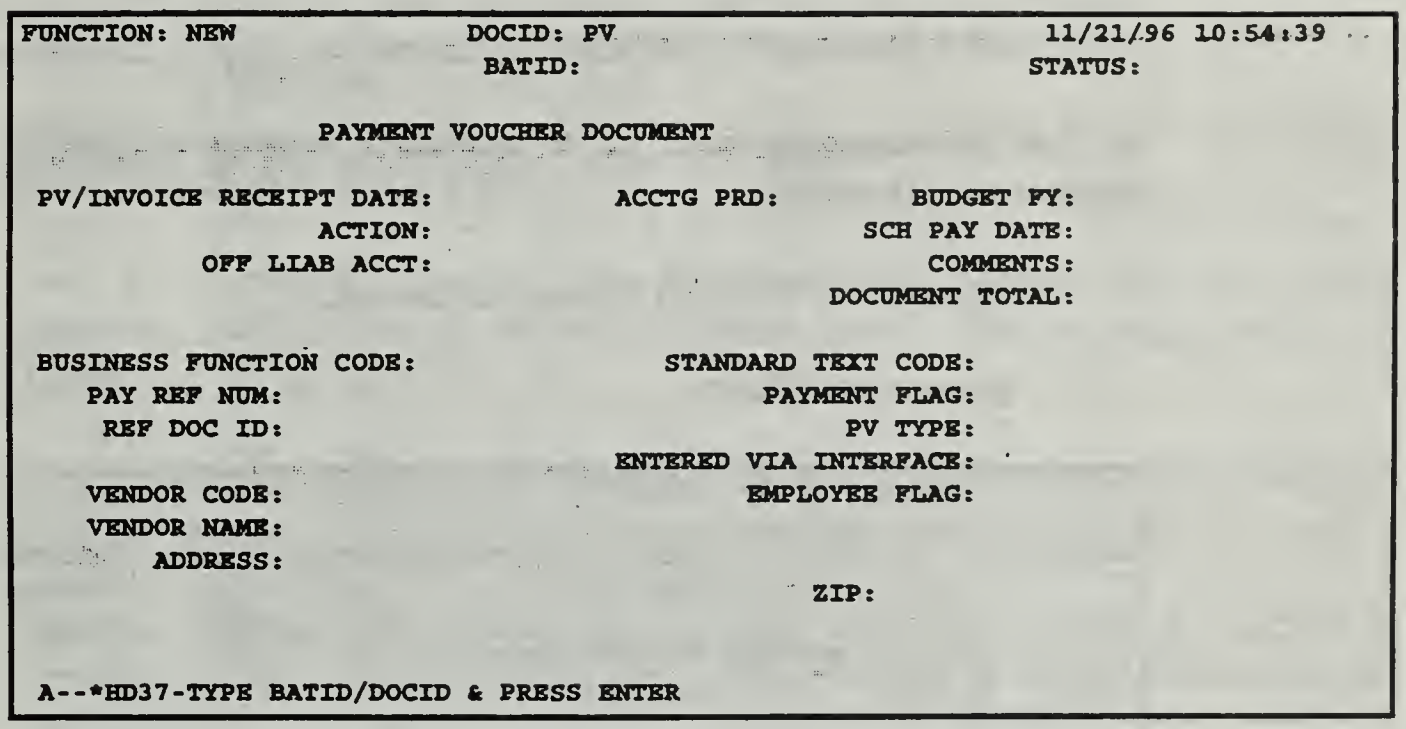
The cursor will jump to the SCREEN field.

Type PV in this field.

```
ACTION: 1  SCREEN: pv            M  M  A  R  S                11/21/96 10:45:36
                        *** APPROPRIATION INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

FISCAL YEAR: 97   DEPARTMENT: FUN  APPR/ALLOC: 11111111  SUBSIDIARY: EE

NAME: COMMISSION FOR FUN                          SUB NAME: ADMIN-EXP

      OBLIGATION CEILING AMT:      997,500.00
     EXPENDITURE CEILING AMT:      255,500.00
            PAYROLL HOLD AMT:            0.00
         PRE-ENCUMBERED AMT:             0.00
             ENCUMBERED AMT:      262,838.51
               ADVANCED AMT:             0.00
               EXPENDED AMT:       62,839.86
         PRIOR YEAR EXP AMT:             0.00
            EXPENSE BUD AMT:             0.00
        BALANCE FORWARD AMT:             0.00
                        --- AVAILABLE FUNDS ---
 UNCOMMITTED BALANCE:      671,821.63     UNEXPENDED BALANCE:      192,660.14
  INVESTMENT BALANCE:        N/A          NON INVEST CASH BAL:       N/A
   PERCENT COMMITTED:   32.64 %             PERCENT EXPENDED:   24.59 %
```

Press <ENTER>.

This will bring you back to the Document Processing Screen.



Notice that the **FUNCTION** field is already filled in with **NEW**. The lower left of the screen tells us to;

Type in the rest of your DOC ID and

Press <ENTER>.

You should have your completed **PV** in front of you.

PAYMENT VOUCHER TRANSACTION

Purpose: This document generates a payable for goods received or services rendered.

The following fields are found on the Payment Voucher document screen:

DOCUMENT ID (DOC ID)

Required. On the Start Up Screen enter the Document ID which is comprised of the transaction code (it appears on your screen). The three digit department code, four digit organization code, and seven digit document number. Procedures for assigning document numbers may vary by department.

If you are changing lines on a previously entered transaction, enter that document's ID number.

Type in the DOC ID from your document.

Press <ENTER>.

```
FUNCTION:                  DOCID: PV FUN 1000 7325KED        11/21/96.. 11:26:19
                           BATID:                            STATUS:

                    PAYMENT VOUCHER DOCUMENT

 PV/INVOICE RECEIPT DATE:          ACCTG PRD:        BUDGET FY:
                  ACTION:                          SCH PAY DATE:
           OFF LIAB ACCT:                             COMMENTS:
                                                   DOCUMENT TOTAL:

 BUSINESS FUNCTION CODE:              STANDARD TEXT CODE:
    PAY REF NUM:                            PAYMENT FLAG:
     REF DOC ID:                               PV TYPE:
                                      ENTERED VIA INTERFACE;
    VENDOR CODE:                            EMPLOYEE FLAG:
    VENDOR NAME:
        ADDRESS:
                                                 ZIP:
```

Your cursor should now be blinking at the **PV/INVOICE RECEIPT DATE.**

HEADER SCREEN

PV/ INVOICE RECEIPT DATE:(PV date)

Required. Enter the date from the input form in MMDDYY format. This should be the date stamped on the invoice from the customer.

We will enter today's date in this field.

ACCOUNTING PERIOD (Acctg Prd)

Optional. The default is the current accounting period.

We will leave this field blank.

BUDGET FISCAL YEAR (BUDGET FY)

Optional. Enter the last two digits of the budget fiscal year. Usually this is the same as the current accounting year but you may enter a prior open year. (For instance, during accounts payable and before annual close you might apply this transaction to the prior year.

We will enter the two character current fiscal year in the Fiscal Year field.

ACTION Optional. Blank defaults to "E". Enter "M" if this document modifies a previous Payment Voucher; this allows you to add lines, to change the amounts of existing lines, or to cancel lines by modifying the line amount to zero. With the modify action, all codes must match those on the original document.

To change codes in a line you must cancel that line by decreasing the line amount to zero dollars and inserting an additional line with the corrected codes.

We'll type the E into this field.

SCHEDULED PAY DATE (SCH PAY DATE)

Optional. Enter the date on which you want the check for this payment voucher to be issued.

We'll skip this field.

OFFSET LIABILITY ACCOUNT (OFF LIAB ACCT)

Optional. Usually left blank; used when reference is accrued expense. Enter the code of the balance sheet account to be credited for the liability created by payment of items listed on this document. The code used must be valid in the Balance Sheet Account Reference Table BACC, and must be a "02" (liability) account. Defaults to Account Code by using the code recorded in the System Special Accounts Table, in the column labeled Offset Liability Account.

We'll skip this field.

COMMENTS

Optional, for reporting purposed only. Enter notes about this document. The first 15 characters of this field will print on the check stub.

We'll type in "Law Journals". Many times this saves you from getting calls from the vendor asking what the payment is for.

DOCUMENT TOTAL

Required. Enter the total of all of the lines in the document. Code a decimal and cents. The decimal is inferred unless entered. Thus 25 = 25.00, but to get 25.49 you must enter the decimal. If you wish .25, you must enter .025. For modifying entries, total all the line amounts that are increasing (I), and then total all the line amount that are decreasing (D). Subtract the smaller of the two amounts.

We will type in 500.00 in this field. NEVER use dollar signs.

BUSINESS FUNCTION CODE

Optional The Business Function Code (BFC) field is used to identify to TRE the processing rules and attribures as dictated by the agencies business requirements. The BFC may further define, for a specific department, the remittance advice format, the bank related data, the post processing conditions, and the payment method restrictions.

If the Business Function Code is not entered on the transaction , the system will assign the default BFC value which is 100, and the document will process. Only a limited number of departments will use a BFC other than the default. These departments will coordinate with TRE to define the code to meet the remittance needs for the department.

We will skip this field.

STANDARD TEXT CODE

Optional. A department sending the same message to multiple payees via the remittance advice can enter a standard text message on the STXT table that will then print on the remittance of all referenced payment vouchers for that department. There are five lines available. The department makes up a four character code representing their message. This is the code which is displayed in the Standard Text Code field of the PV.

We will skip this field.

PAYMENT REFERENCE NUMBER

Required. If no payment reference number is coded on the PV lines. Enter the payment reference number here if all of the PV lines reference a single invoice. Use as many of the twelve characters as you need for the payment reference number.

We can skip this field because the line information has an area where we'll type it instead. The line field is a stronger edit. If we are paying the vendor for more than one invoice, we would always need to use the line, so that we can type in the individual reference numbers on individual lines.

PAYMENT FLAG

Optional. It is the Comptroller's policy to combine as many of the same Vendor's PV's onto one payment. In some cases, a department will need to generate a separate payment or deliver a check directly to a payee. The payment flag field will allow the departments this flexibility.

S = Separate Payment for that payment transaction

P = Check will be pulled by TRE for Dept pick up. A P on an EFT will create a pulled check instead.

N = The system default for this field is N.

We will skip this field.

REFERENCED DOCUMENT'S ID (REF DOC ID)

Required if this transaction references a previously entered encumbering document such as a purchase order or contract. Enter the document ID of the referenced document. Encumbrance is comprised of the two character transaction code, three digit organization code and seven digit document number.

If you plan to reference more than one document, leave this space blank and enter your references on each individual line.

We will skip this field because we can enter the referenced encumbrance on the line information.

PV TYPE This field displays one of three numbers when the PV is processed;

1 = Normal Disbursement check or EFT(electronic funds transfer)

8 = Hand Warrant (This is an accounting function which affects the ledgers, but does not produce a check)

9 = Invoice Warrant for delegated payments such as pensions & workmen's comp.

We will skip this field.

ENTERED VIA INTERFACE

An Interface system is available to Departments to speed up entry of documents. These PV's have most fields pre-set by the department, in an internal database. They then upload them to MMARS. If the PV was entered into the system via an interface, a **Y** for Yes will appear: If not, an **N** for No will appear in this field.

VENDOR CODE

Required. Enter the vendor's Commonwealth vendor code. Must be valid on VEND table.

Type in the code on the vendor you put on the vendor files earlier in this module.

EMPLOYEE FLAG

Required. This field tells MMARS what table to check the Vendor Code against. If it is a vendor, the code will be checked against the Vendor files. If it is an employee, the code will be checked against the Employee files. Key in a Y for Yes. Leave empty for No.

Our Vendor is not an employee. We will skip this field.

VENDOR NAME AND ADDRESS Inferred by the system from the vendor code after you press ENTER. Verify that the name is correct. Your screen should look similar to the one below. The same fields should be filled in.

```
FUNCTION: NEW              DOCID: PV fun 1000 5326001        11/22/95 09:03:10
                            BATID:                          STATUS:

                    PAYMENT VOUCHER DOCUMENT

 PV/INVOICE RECEIPT DATE: 11 22 95  ACCTG PRD:        BUDGET FY:
                    ACTION: e                      SCH PAY DATE:
             OFF LIAB ACCT:                            COMMENTS:
                                                  DOCUMENT TOTAL: 500.00

 BUSINESS FUNCTION CODE:                  STANDARD TEXT CODE:
    PAY REF NUM:                               PAYMENT FLAG:
     REF DOC ID:                                  PV TYPE:

    VENDOR CODE: 000010052 0001               EMPLOYEE FLAG:
    VENDOR NAME:
        ADDRESS:

                                                 ZIP:
```

Note: This is our first two page document.

You are ready to go to the next computer screen to enter the PV line information.

Press **<ENTER>.**

Your screen should look like the one below. The cursor should be blinking in the **LN** (line) field. Notice that you have three lines of information to enter. You will have to line your cursor up in the correct fields. Using the TAB key keeps you in a logical field.

```
FUNCTION:                    DOCID: PV FUN 1000 5326001          11/22/96 09:38:55
          000-000 OF 000     BATID:                              STATUS:
     ------REF DOCID-------
 LN  TR DPT ORG  NUMBER  LN DPT  APPROP   SUB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC
 --  -- --- ---- ------- -- --- -------- --- ------- ------ ---- -- ----------
 ACTV RPTG FUND  BS ACCT PYMNT REFERENCE NUM      DESCRIPTION
 ---- ---- ----  ------- ------------------ -------------------------
 --MSA#--LN#- DISC    DATES OF SERVICE    QUANTITY    LINE AMOUNT    I/D P/F
 ------- ---- ----  ------------------  ---------  -------------- --- ---
```

LINE SCREEN

If you referenced a DOC ID on the Header Screen, information from the referenced document will appear here on the line screen after entering the applicable reference line numbers. If however, you wish to reference several documents, you may do that now by entering both the DOC ID and the line item of the prior documents.

LINE NUMBER (LN)

Required. Each line item number on the payment voucher refers to three lines of data on the screen. Enter a different 2-digit number of each line item. The next four items refer to the DOC ID of an encumbering document.

Type in 01, representing the first line of our PV.

REFERENCED DOCUMENT'S ID (TR/DEPT/ORG/NUMBER)

Enter the two character transaction code, three digit department code, four digit organization code, and seven digit document number of the referenced document(s).

If you enter a DOC ID, all of the accounting codes you used will be carried forward from the original document after you press ENTER. Any of the optional codes that you did not complete may be filled in now. To change existing codes, you may modify the original encumbering document.

Type in the PO Doc ID from your last document.

REFERENCED DOC ID LINE

Required. Enter the line number on the encumbering document that you are. referencing

Our PO only had one line, so we'll type in 01 on this field.

DEPARTMENT (DPT)

Required Enter the code of the department paying for the item named on this line. If this references a prior document, this code will be inferred. Must be valid in DEPT.

Skip this field.

APPROPRIATION ACCOUNT (APPROP)

Required. Enter the code for the appropriation which will be charged for the items listed on this payment voucher. The code used must be valid in the Appropriation File and active on ASTA. If lines on this Payment Voucher reference prior documents, the code will be automatically carried forward from the referenced transaction.

Skip this field.

SUBSIDIARY CODE (SUB)

Optional. Enter the code of the subsidiary that will be charged for the items on this voucher. Must be valid in the Object Class (OCLS) Table.

Skip this field.

ORGANIZATION (ORG)

Required if the Expense Budget Organization option in the Fund/Department Table is "Y" for this department. May also be used for reporting purposes. The organization must be valid on this code will be automatically carried forward from the one used on the referenced purchase order line. This is also true of suborganization, object, subobject and program codes described below.

Skip this field.

SUB ORGANIZATION (SB)

Optional. The code must be valid on your department's Suborganization Table. You must code an organization before you can code a suborganization. (Suborganizations are not available to offline departments). If this line references a prior document, the code will be carried forward from the referenced line.

Skip this field.

OBJECT Optional. The code must be valid on the OBJT table. If this line references a prior document, the code will be carried forward from the referenced line.

SUB OBJECT (SB)

Optional. The code must be valid on your department's Subobject Table. You must code an object before you can code a subobject. Subobjects are not available to offline departments. If this line references a prior document, the code will be carried forward from the referenced line.

Skip this field.

PROGRAM (PROG)

Required if the Expense Budget program Option in the Fund/Department Table is "Y" for this department. Can be used for reporting purposes. If this line references a prior document, the code used will be automatically carried forward from the referenced line.

Skip this field.

TYPE (TY)

Required only when the field that follows is used. Use "C" if next field refers to a client, "P" for project, or "G" for general reporting.

Skip this field.

PROJECT/CLIENT/ GENERAL REPORTING CATEGORY (PRJ/ CL/GRC)

Optional, for reporting purposes. This field can be used either for project codes, client number or for general reporting category codes. Codes must be valid on relevant tables. Client and Project (DEPR) Tables are maintained at the department level while the General Reporting Category (GRPT) is centrally maintained.

Skip this field.

You are now at the end of the first line of information. Your cursor should have jumped to the start of the second line. Notice, we don't put in another line number because the information we are entering is all part of the line **01** of the PV.

ACTV Optional, for reporting purposes. The code must be valid on the ACTV table. it is the last of the three fields used to transfer project charges from MMARS to PARS.

Skip this field.

REPORTING CATEGORY (RPTG)

Optional, for reporting purposes. The code must be valid on your department's Reporting Category Table (RPTG). The code is not available for offline departments.

Skip this field.

FUND **Optional**. Enter code of the fund affected by this transaction. Otherwise inferred from appropriation.

Skip this field.

BALANCE SHEET ACCOUNT (BS ACCT)

Usually leave blank. Fill in only if this line is an expenditure transaction for capital items, i.e.,fixed assets, large inventories, prepaid items, or balance sheet transfer (i.e., a transfer of funds between two balance sheet accounts). In the latter case, the object code must be blank. If this line is an adjustment to a previously entered line, the code must be the same as the one on the original line.

Skip this field.

PYMNT REFERENCE NUMBER

Required if no PAYMENT REFERENCE number was coded in the header.

We did not key in our payment reference number on the header, so we must type it in now

DESCRIPTION

Optional, for reporting purpose only. Enter notes about this line item.

We'll type law books in this field.

LINE NUMBER AGREEMENT NUMBER (MSA)

Required, if our reference document was a Service Contract (SC), on a Master Service Agreement.

We'll skip this field.

LINE NUMBER (LN #)

Required, if our reference document was a Service Contract on a MSA, then the line number of the MSA must be entered in this field.

We'll skip this field.

DISC

Optional. Enter the four character discount code.

DATES OF SERVICE

Required. If referenced document is a Service Contract. Enter the "from" and "to" dates of the services here being paid for (MMDDYY).

Optional for other types of referenced transactions, used to record receipt date. Code receipt date in from date space.

We will put today's date in the from date space.

QUANTITY

Optional. Enter the quantity of goods or services being paid for.

We will type a 1 in this box, since that matches the quantity filed on the original encumbrance.

LINE AMOUNT

Required. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over/under the previous amount. Do not code a sign (+ or -). In the next field you will indicate whether this is to be added to or subtracted from the original amount.

We will type in 500.00.

INCREASE/DECREASE INDICATOR (I/D)

Required for modification. Infers "I" for increase. Enter "D" for decrease.

We will skip this field.

PARTIAL/FINAL

Optional. This column indicates whether the line is closing out a referenced transaction line (final payment) or authorizing partial payment of the referenced transaction line amount. Blank defaults to "P", Partial Payments. Enter "F" if this is a Final Payment.

Enter "F" if this payment voucher makes the total amount paid less than the encumbering document amount, but you want to close anyway (the item didn't cost as much as expected).

If this payment voucher makes the total amount paid equal to the encumbering document's line amount, then the encumbering documents line will be closed automatically.

If this payment voucher makes the total amount paid more than the encumbering document amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount paid can exceed purchase orders for commodities. A PV that exceeds a service contract or a lease order amount will not be accepted.

We will skip this field.

The completed fields on your PV screen should look like the screen below.

```
FUNCTION:                    DOCID: PV FUN 1000 7326001          11/22/96 13:43:47
          001-001 OF 001    BATID:                               STATUS:
     ------REF DOCID-------
 LN  TR DPT ORG  NUMBER  LN DPT  APPROP  SUB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC
 --  -- --- ---- ------- -- --- -------- --- ------- ------ ---- -- ----------
 ACTV RPTG FUND  BS ACCT PYMNT REFERENCE NUM      DESCRIPTION
 ---- ---- ----  ------- ------------------ ------------------------
 --MSA#--LN#- DISC   DATES OF SERVICE    QUANTITY    LINE AMOUNT   I/D P/F
 ------- ---- ----   ------------------ ---------  -------------- --- ---
 01  PO FUN 1000 5000tms 01
                                  fun3333          law books
                        11 22 96                        500.00
```

We are now ready to **EDIT** our document.

Press **<HOME>**

Type ED (or EDIT DOC), in the FUNCTION field

Press **<ENTER>.**

Your screen should now look like the screen below.

```
FUNCTION:                    DOCID: PV FUN 1000 7326001        11/22/96 13:56:06
                              BATID:                          STATUS: SCHED

                    PAYMENT VOUCHER DOCUMENT

 PV/INVOICE RECEIPT DATE: 11 22 96  ACCTG PRD:        BUDGET FY:
                    ACTION: E                      SCH PAY DATE:
            OFF LIAB ACCT:                            COMMENTS:
                                                  DOCUMENT TOTAL:          500.00

 BUSINESS FUNCTION CODE: 100           STANDARD TEXT CODE:
    PAY REF NUM:                             PAYMENT FLAG: N
     REF DOC ID:                                  PV TYPE:
                                      ENTERED VIA INTERFACE: N
    VENDOR CODE: 042304031 SNOW       EMPLOYEE FLAG:
    VENDOR NAME: SNOW  CRYSTAL
        ADDRESS: 10 ZERO LANE

                 MA          ZIP: 01420


 A--*HP00-NO ERRORS DETECTED
```

We can see from the upper right hand corner of the screen that the Payment Voucher is scheduled for offline. It will go to a DONE status on the overnight run. It will affect your financial tables as soon as it reaches a DONE status.

We will skip the overnight run and put it to DONE right now, so that we can see immediately how it affects the tables. You should be at the first page of your document. Your screen should look similar to the one below.

```
FUNCTION:                    DOCID: PV FUN 1000 7326001        11/23/96 09:26:37
                              BATID:                          STATUS: DONE

                    PAYMENT VOUCHER DOCUMENT

 PV/INVOICE RECEIPT DATE: 11 22 96  ACCTG PRD:        BUDGET FY:
                    ACTION: E                      SCH PAY DATE:
            OFF LIAB ACCT:                            COMMENTS:
                                                  DOCUMENT TOTAL:          500.00

 BUSINESS FUNCTION CODE: 100           STANDARD TEXT CODE:
    PAY REF NUM:                             PAYMENT FLAG: N
     REF DOC ID:                                  PV TYPE:

    VENDOR CODE: 042304031 SNOW           EMPLOYEE FLAG:
    VENDOR NAME: SNOW, CRYSTAL
        ADDRESS: 10 ZERO LANE

                 MA          ZIP: 01420


 A--*HP00-NO ERRORS DETEDTED
```

Press <**HOME**> to go back to the FUNCTION field, if you have left it.

Once you are in the FUNCTION field;

Type **WD** (or RUN DOC) in the FUNCTION field and

Press <**ENTER**>.

Your screen should now look like the one shown below.

```
FUNCTION:                    DOCID: PV FUN 1000 7326001        11/22/96 14:02:33
                              BATID:                          STATUS: DONE

                    PAYMENT VOUCHER DOCUMENT

 PV/INVOICE RECEIPT DATE: 11 22 96  ACCTG PRD:        BUDGET FY:
                   ACTION: E                       SCH PAY DATE:
            OFF LIAB ACCT:                            COMMENTS:
                                                  DOCUMENT TOTAL:          500.00

 BUSINESS FUNCTION CODE: 100          STANDARD TEXT CODE:
    PAY REF NUM:                           PAYMENT FLAG: N
     REF DOC ID:                               PV TYPE:

    VENDOR CODE: 042304031 0001             EMPLOYEE FLAG:
    VENDOR NAME: CRYSTAL PUBLISHING
        ADDRESS: 10 ZERO LANE

                 MA          ZIP: 01420

A--*HP20-DOCUMENT ACCEPTED
```

This document should now be listed in a **DONE** status. This is displayed in the upper right hand corner of the screen. The message in the lower left corner of the screen confirms this.

To leave this screen:

Press HOME to place the cursor in the PROCESS field.

Type FD (or END) in PROCESS field.

Press <ENTER>.

This will bring you back to the SUSF file where your document should be listed first.

```
ACTION: R  SCREEN: SUSF          M  M  A  R  S              11/23/96 09:45:43
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-   .    .    .      PV   FUN  1000 7326001 DONE  00000 961122 CTRAC4
 02-   .    .    .      PV   FUN  1000 7342AS1 SCHED 00000 961121 FSCAOT
 03-   .    .    .      PV   FUN  1000 7515MLB REJCT 00000 961109 GICACS
 04-   .    .    .      PV   FUN  1000 7555555 REJCT 00000 961114 CTRTR1
 05-   .    .    .      PV   FUN  1000 7620SMP REJCT 00000 961101 OCDAEN
 06-   .    .    .      PV   FUN  1000 7700000 REJCT 00000 961107 CTRTR2
 07-   .    .    .      PV   FUN  1000 7971000 SCHED 00000 961107 CTRTR2
 08-   .    .    .      PV   FUN  1000 7666666 SCHED 00000 961121 DYSAYD
 09-   .    .    .      PV   FUN  1000 723327K REJCT 00000 961031 DYSAMI
 10-   .    .    .      PV   FUN  1000 7654321 HELD  00000 960819 CTRTR1
 11-   .    .    .      PV   FUN  1000 7777777 SCHED 00000 961107 CTRTR2
 12-   .    .    .      PV   FUN  1000 7888888 HELD  00000 961107 CTRTR2
 13-   .    .    .      PV   FUN  1000 7898769 HELD  00000 960819 CTRTR1
```

Let's go back into the document to see what fields filled in from listing the encumbrance document on the accounting line information...

Put an S in the ACTION field.

Tab down to the line where your document is listed.

Once your cursor is on the correct line;

Press ENTER.

You will access the document with your highest level of security when nothing is listed in the FUNCTION field. To reach the document in SCAN only security, Make sure the FUNCTION field has SCAN entered in it before selecting the document to go into.

This will bring you to the screen with the Header information. To reach the next screen:

Press <ENTER>

Your screen should look like the one below.

```
FUNCTION:                    DOCID: PV FUN 1000 7326002          11/23/96 10:10:05
          001-001 OF 001   BATID:                                STATUS: DONE
     ------REF DOCID-------
 LN  TR DPT ORG  NUMBER  LN DPT  APPROP  SUB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC
 --  -- --- ---- ------- -- --- -------- --- ------- ------ ---- -- ----------
 ACTV RPTG FUND  BS ACCT PYMNT REFERENCE NUM      DESCRIPTION
 ---- ---- ----  ------- ------------------ -------------------------
 --MSA#--LN#- DISC    DATES OF SERVICE    QUANTITY    LINE AMOUNT   I/D P/F
 ------- ---- ----   ------------------  ---------  ------------- --- ---
 01  PO FUN 1000 7326001 01 FUN 11111111 EE  1000    E12
      0001 010           FUN3333              LAW BOOKS
                      11 22 96                                .500.00
```

The paperwork for your completed Payment Voucher is maintained at your office. No copies need to be sent to anyone else. The permission to spend the money was granted when your encumbrances were approved.

Now, let's see how this transaction affected your financial tables.

END this view and back out to SUSF

Cross travel to APR2

Type in the **KEY** information and

Press **<ENTER>**.

Jot down the figures in the following fields:

Encumbered Amt:_____

Expended Amt: _____

Unexpended Bal: _____

Percent Expended:_____

Compare these to the figures on page 128, were prior to the payment voucher being DONE.

The Encumbered Amt. figure should now be lower.

The Expended Amt. figure should now be higher.

The Unexpended Bal. figure should be lower.

The percent Expended figure should be higher.

Please note that the new figures are affected by all transactions being done by everyone in your department. They will not necessarily change by the exact amount of your transaction.

MODULE II
Lesson 4
Topic 3

In This Lesson We Will Learn: Where our Payment Voucher Transactions are stored once they leave the Suspense Files.

Lesson 2, Topic 3 showed us where our PO's reside once the leave the Suspense File. The Payment Vouchers reside in their own set of MMARS Tables. The Header information on the PV hits a table called **OHPV**, OPEN PV HEADER INQUIRY. Let's Cross travel to this Table and look up our **DONE** PV.

Cross Travel from an ACTION field to **OHPV**.

```
ACTION: S  SCREEN: OHPV          M  M  A  R  S                11/23/96 13:41:09
                          *** OPEN PV HEADER INQUIRY ***
 KEY IS TRANS CODE, TRANS DEPT, VOUCHER NUMBER

   TRANS CODE:          TRANS DEPT:              VOUCHER NO:
    VCHR TYPE:          COMMENTS:                      L/L:
       VENDOR:                NAME:
      ADDRESS:                                   EMP FLAG:

                                      ZIP:


 STANDARD TEXT CODE:        PAYMENT FLAG:     BUSINESS FUNCTION CODE:
     PAYMENT NUMBER:                            PAYMENT ISSUE DATE:
   FORM OF PAYMENT:                           ACH SETTLEMENT DATE:
                                             ENTERED VIA INTERFACE:
           OFF LIAB ACCT:
             VOUCHER AMT:                          DATE:
             SCH PYMT AMT:                         DATE:
         CLOSED VOUCHER AMT:                       DATE:
           HOLD PAYMENT IND:                WARRANT NUM:
```

Notice the KEY on this table. It is asking for the DOC ID.

TAB to the TRANS CODE: Field and begin typing in your DOC ID.

The cursor will move from field to field by itself. The last field of the PV, VOUCHER NUMBER: needs both the ORG number and the seven digit document number. The entire DOC ID from your PV will be typed into these KEY fields in the same order they appear on the document.

Press <ENTER>.

```
ACTION: R  SCREEN: OHPV          M  M  A  R  S                11/23/96 13:36:29
                        *** OPEN PV HEADER INQUIRY ***
 KEY IS TRANS CODE, TRANS DEPT, VOUCHER NUMBER

   TRANS CODE: PV      TRANS DEPT: FUN       VOUCHER NO: 10007326001
    VCHR TYPE: 1         COMMENTS:                 L/L: N
       VENDOR: 042304031 SNOW NAME: CRYSTAL PUBLISHING
      ADDRESS:                                EMP FLAG:
              10 ZERO LANE
              FROSTY       MA          ZIP: 01420


 STANDARD TEXT CODE:         PAYMENT FLAG: N   BUSINESS FUNCTION CODE: 100
     PAYMENT NUMBER:                             PAYMENT ISSUE DATE:
    FORM OF PAYMENT:                           ACH SETTLEMENT DATE:
                                              ENTERED VIA INTERFACE:
             OFF LIAB ACCT: 0210
               VOUCHER AMT:          500.00        DATE: 11 22 96
             SCH PYMT AMT:           500.00        DATE: 11 22 96
         CLOSED VOUCHER AMT:           0.00        DATE:
           HOLD PAYMENT IND: P                WARRANT NUM:
```

The screen fills in with the Header information from your Payment Voucher.

The following is an explanation of the **OHPV** screen.

OPEN PAYMENT VOUCHER HEADER FILE

Purpose: This file contains summary information on all outstanding payment vouchers and closed payment voucher documents that have not been cleared. Each line in the file represents a PV document, and includes data from the header level. Records include vendor names and addresses, scheduled payment dates and amounts, and closed amounts.

System Updates: Lines are added to this file when new payment vouchers (PV) are accepted by MMARS, and are changed when modifications are submitted on these documents. Cash disbursements, expense journal vouchers, and manual checks also ypdate the file. Lines are deleted from the file at the end of an accounting period when they have been closed for an entire accounting period. The VMOD table also updates OHPV, allowing you to see when a payment voucher has been held.

FIELD NAME **FIELD DESCRIPTIONS**

TRANS CODE

The transaction numbet assigned to this Voucher on the PV input form.

TRANS DEPT

The department responsible for entering this voucher.

VOUCHER NO.

The voucher number assigned to this payment voucher on the payment voucher input form.

VOUCHER TYPE

The type of voucher checked on the payment voucher input form; "1" means outside vendor and "2" means an intragovernmental transaction involving different funds.

COMMENTS

The comments given on the payment voucher input form (12 characters only).

LIENS AND LEVIES (L\L)

"Y" if this vendor's check is to be held or forwarded to a third party to satisfy a lien or a levy; else "N".

VENDOR

If a code is listed, it was given on the payment voucher input form, and the name and address were inferred from the Vendor Table. (If the code was a miscellaneous vendor code, the name and address were provided on the input form). If a vendor code is not listed, there was no code provided on the input form, but the vendor name and address were taken from the input form.

STANDARD TEXT CODE:

A four character code will display here if the department set up a standard message to multiple payees via the remittance advice. The actual text resides on the Standard Text Code Table, (STXT).

PAYMENT FLAG

This field displays one of three codes:

S = generates a separate payment transaction

P = a separate check is produced which is not mailed with the rest of the checks. It is "PULLED"

N = is the system default for this field

BUSINESS FUNCTION CODE

The "BFC" code value will default to a 100 when the document is processed. Only a limited number of departments will use a BFC other than the default. These departments will coordinate with TRE to define the code to meet the remittance needs for the department.

PAYMENT NUMBER

This is where the Check Number or EFT Number is displayed

PAYMENT ISSUE DATE

Date the payment was issued

FORM OF PAYMENT

This field displays one of three codes;

A = Electronic Funds Transfer

B = Electronic Benefits Transfer

C = Check

ACH SETTLEMENT DATE

Automated Clearing House date of the payment

ENTERED VIA INTERFACE

Some Departments have an Interface system which uploads to MMARS. A Y for yes would be entered if this were the case.

OFFSET LIAB ACCOUNT

The offsetting balance sheet account code to be used for this document. If the code listed was not coded on the payment voucher input for, then this is inferred from the System Special Accounts Reference Table.

VOUCHER AMT & DATE

The current amount of this payment voucher; it reflects all adjustment actions made on the original amount and the voucher date given on the payment voucher input form.

SCHEDULED PAYMENT AMT & DATE

The amount that will be paid to this vendor in the next cycle, (unless it is changed), and the scheduled payment date for this voucher.

CLOSED VOUCHER AMT & DATE

The total amount of the checks written against this payment voucher and the date on which this voucher was completely paid off.

HOLD PAYMENT INDICATOR

This flag indicates the status of the disbursement of this voucher. Blank - voucher eligible for payment :

H - voucher on hold; payment prevented
S - voucher has been selected for payment.
P - voucher is in process of being printed in check format.
PO - voucher is being updated following check printing.

WARRANT NO. Number of the warrant on which this payment will appear.

In the past Warrants were approved on a weekly basis. All transactions which reached a **DONE** status in the overnight run on Monday night, and had reached the scheduled number of days to sit prior to being paid, were included on a report which went to the Governor's Council on Wednesday. If approved, checks were cut on Thursday by the Treasury. They were mailed on Friday. It is important to know this flow when vendors call looking for their checks. A payment voucher which goes DONE on Tuesday night has already missed that weeks Warrant. It won't produce a check until the following Friday, ten days later.

The Warrants are numbered. The first week of the fiscal year, (in July), is warrant number 001. Each week the number goes up one. When researching a vendor payment which has not been received, the Treasury will want the Warrant number that the payment went out on.

We now have Daily Disbursements of funds. The OBJ2 table will display which object codes go out on what warrant schedule. It will also show the number of days it will sit until scheduled to be paid.

Let's Zoom to the **OBJ2** table to see when our PV will produce a payment.

Type a **Z** in the Action field.

Type **OBJ2** in the screen field.

Press **<ENTER>**.

```
ACTION: R  SCREEN: OBJ2          M  M  A  R  S                  08/28/96 09:34:26
     OBJECT TABLE 2
     KEY IS FISC YEAR, OBJECT

                                                 INCIDENTAL          FA          DAYS    DAYS
                                                  PURCHASE         COST PAY   TO PAY TO PAY
     FY OBJ CL CAT GR   SHORT NAME                 AMOUNT      I/E  IND SCHD DAILY  WEEKLY
     -- --- -- --- --  ------------  --------------  ---  ----  ---- ------ ------
 01- 87 920             PARS CONV                0.00    E     N     W
 02- 87 931             PARS CONV                0.00    E     N     W
 03- 88 931             PARS CONV                0.00    E     N     W
 04- 89 H10             PARS CONV                0.00    E     Y     W
 05- 89 H22             PARS CONV                0.00    E     Y     W
 06- 89 N13             PARS CONV                0.00    E     Y     W
 07- 89 101 01 01       PERM EMPLY               0.00    E           W
 08- 89 102 01 01       TEMP EMPLY               0.00    E           W
 09- 89 104 01 01       EMERG EMPLY              0.00    E           W
 10- 89 111 01 01       TEMP POSIT               0.00    E           W
 11- 89 112 02 01       HOLID PAY                0.00    E           W
 12- 89 113 02 01       OVERTIME PAY             0.00    E           W
 13- 89 114 02 01       EMERG POSIT              0.00    E           W
 14- 89 115 02 01       SALARY DIFF              0.00    E           W
```

Let's call up the current fiscal year and the object code we used on the purchase, (E12). Your screen should look like the next one shown.

ACTION: R SCREEN: OBJ2 M M A R S 08/28/96 09:49:54

OBJECT TABLE 2

KEY IS FISC YEAR, OBJECT

	FY	OBJ	CL	CAT	GR	SHORT NAME	INCIDENTAL PURCHASE AMOUNT	I/E	FA COST IND	PAY SCHD	DAYS TO PAY DAILY	DAYS TO PAY WEEKLY
01-	97	E12	EE	02		SUBSCRIPTNS	0.00	E	N	D	27	20
02-	97	E13	EE	02		ADVERTISING	0.00	E	N	D	27	20
03-	97	E14	EE	02		EXHIBITS	0.00	E	N	D	27	20
04-	97	E15	EE	02		BOTTL-WATER	0.00	I	N	D	27	20
05-	97	E16	EE	02	TR	EX-REIM-INDR	0.00	E	N	D	01	01
06-	97	E17	EE	02		DAMAG-CLAIM	0.00	E	N	D	27	20
07-	97	E18	EE	02		SINGLE-AUDIT	0.00	E	N	D	01	01
08-	97	E19	EE	02		FEES & FINES	0.00	E	N	D	27	20
09-	97	E20	EE	02		M.V.-CHRGBK	0.00	E	N	D	01	01
10-	97	E21	EE	02		CONF-INVEST	0.00	E	N	D	27	20
11-	97	E22	EE	02		CONFER-INCID	0.00	I	N	W	27	20
12-	97	E23	EE	02		SALES TAXHED	0.00	E	N	D	27	20
13-	97	E24	EE	02		DONATIONSHED	0.00	E	N	D	01	01
14-	97	E25	EE	02		FREIGHT/SHIP	0.00	E	N	D	01	01

This table shows us that our purchase will appear on a Daily Warrant. This means that we can count 27 days from the date filled in on the PV/INVOICE RECEIPT DATE, on our PV form. This payment will hit the Daily Warrant on the 27th day. The check will be cut and mailed to the vendor on the 28th day. It is important to note that Payment Vouchers with more than one line, using more than one object code must be checked against this table to be certain that all object codes on the same PV must come off off the same Warrant.

Now that we have looked at the information we needed, let's return to the PV Header screen.

Type an **E** in the Action field.

Press **<ENTER>**.

Now that you have seen where our **HEADER** information is stored for our PV, we can **SUPER LEAF** over to the line information. The table the line information resides under has a screen code of **OLPV**.

Press **<HOME>** to bring your cursor into the ACTION field.

Type L in the ACTION field.

Press **<ENTER>.**

```
ACTION: R  SCREEN: OLPV          M  M  A  R  S              11/23/96 15:54:04
                        *** OPEN PV LINE INQUIRY ***
 KEY IS TRANS CODE, TRANS DEPT, VOUCHER NUMBER, LINE NO

 TRANS CODE: PV  TRANS DEPT: FUN  VOUCHER NO: 10007326002  LINE NO: 01

  BUDGET FY: 97          FUND: 010          DEPT: FUN          ORG/SUB: 1000
  APPR CODE: 11111111  SUBSID: EE       PROGRAM:              OBJ/SUB: E12
    REV/SUB:                       GEN RPT CATG:             PROJECT:
    BS ACCT:         REPT CATG: 0001      CLIENT:                ACTV:
 FED AID NO:                    DATES OF SERVICE: 11 22 96 -
 LINE DESCR: LAW BOOKS                                DISCOUNT TYPE:

   LINE AMT:          500.00                    CLOSED AMOUNT:            0.00

    REF DOCUMENT ID: PO FUN 10007326001 01      PO CLEARED AMT:          500.00
       PAY REF DEPT: FUN PAY REF NUM: FUN3333     PAY REF AMT:          500.00
       PAY REF TEXT: N                          REF MSA LINE#:

  FORM OF PAYMENT:                          ACH SETTLEMENT DATE:
   PAYMENT NUMBER:                           PAYMENT ISSUE DATE:
```

The Payment Voucher line information is filled in for you with the super leaf navigation. You should see your line information displayed.

Line 01 will be displayed first, as it was on the PO. This document only had one line if several lines had been keyed, we could reach the next line by pressing ENTER with an R in the ACTION field.

When the line amount is equal to the header total, you know the documeent only has one line.

The following is an explanation of the **OLPV** screen:

OPEN PAYMENT VOUCHER LINE FILE (OLPV)

Purpose: This file lists all outstanding external payment voucher lines that have not been cleard. Each line in the table represents an individual PV line, and reports the data at the line level.

Updates: Lines are added to this file when new payment vouchers are accepted by MMARS, and lines in the file are changed when modifications are submitted on these documents. Cash disbursement, expense journal vouchers, and manual checks also update the file. Lines are deleted from the file at the end of an accounting period when they have been closed for one entire accounting period.

FIELD **FIELD DESCRIPTIONS**

TRANS CODE
The transaction number assigned to this Voucher on the PV input form.

TRANS DEPT
The department responsible for entering this voucher.

VOUCHER NO.
The document ID number assigned to this payment on the input document.

LINE NO.
The line number of the voucher being described assigned on the input document.

BUDGET FY
The applicable budget fiscal year.

FUND
The fund reaponsible for payment of this voucher.

DEPT
Three character code of department responsible for this expenditure.

ORG/SUBORG
Three character code of department responsible for this expenditure.

APPROP
Appropriation debited by this expenditure.

SUBSIDIARY
The two digit subsidiary code.

PROGRAM

The program reponsible for this expenditure.

OBJECT/ SUBOBJECT

The object (subobject is optional), of expenditure associated with this line.

REV/SUB

For payments out of retained revenue accounts, (revenue source/sub- revenue source).

GEN REPORT CATEGORY

A code used to produce cost accounting reports.

PROJECT

The applicable project information.

BS ACCOUNT

The code used to record this document's entry. If an account is not coded, a default code from the System Special Account Reference Table is used.

REPORT CAT

The reporting category, if any, associated with this line of expenditure.

CLIENT

The client number this payment voucher references.

ACTIVITY

This field would display four digit activity code if this money was used for a specific project. The activity code is linked to a milestone within the project. This field will remain empty if payment is not associated with a project. (i.e.construction project).

FED AID NO.

To be used if a grant is being charged for this expense.

DATES OF SERVICE

This is required on PV's referenceing service contracts: the inclusive from and to dates in which services were rendered under the SC.

LINE DESCRIP The description of the voucher line.

DISCOUNT TYPE

The type of discount (percentage amount, etc.) to which this voucher is subject if paid in timely fashion, if any.

PV LINE AMT

The current amount of this voucher line.

CLOSED AMT

The total amount cleared on this voucher.

REF PO DOC ID

The document number of the encumbrance liquidated by this transaction.

PO CLEARED AMT

The amount that this transaction clears on a previous encumbrance. May be less or more (within limits) of payment amount.

PAY REF DEPT

The vendor invoice previously entered, (if any), which is paid by this transaction.

PAY REF AMT

Dollar amount of payment requested on previously entered vendor invoice.

PAY REF TEXT

Displays a Y for yes or an N for no.

REF MSA LINE #

Displays line # if payment references an encumbrance on an M.S. A.

FORM OF PAYMENT

A = Electronic Funds Transfer
B = Electronic Benefits Transfer
C = Check

ACH SETTLEMENT DATE

Automated Clearing House date of payment

PAYMENT NUMBER

This is where the check number or EFT number is displayed

PAYMENT ISSUE DATE

Date the payment was issued

MODULE II
Lesson 4
Topic 4

In This Lesson We Will Learn: How to locate the Vendor Invoice Header & Line Tables.

All payments made to Vendors should reference the Vendor's Invoice number. Payments should not be made against statements where specific invoices have not been received. This is a safeguard to avoid making duplicate payments to the vendor. The MMARS system will not allow the same invoice numer to be paid twice. The document will reject.

The Invoice Number keyed onto the Payment Voucher is stored on a special Invoice Files. Let's cross travel to the file.

Cross travel to **OVIH.**

```
ACTION: S  SCREEN: OVIH          M  M  A  R  S                12/01/96 15:42:54
                *** OPEN VENDOR INVOICE HEADER TABLE ***

 KEY IS VENDOR CODE, TRANSACTION ID, VENDOR INVOICE #

      VENDOR CODE:                              TRANSACTION ID:
 VENDOR INVOICE #:

      VENDOR NAME:                                   REF PO ID:
 VENDOR DELIVER #:                             REF VOUCHER ID:

     INVOICE DATE:                           TRANSACTION DATE:
          VI TYPE:
       PROM STATUS:                              DISCOUNT TYPE:
  TOT INVOICE AMT:                             TOTAL LINE AMT:
 TOT QUANTITY INV:                                FREIGHT AMT:
                                                       TAX AMT:
                                                VOUCHERED AMT:
    PAYMENT NUMBER:                                PAYMENT AMT:
       CLOSED DATE:                               PAYMENT DATE:
```

Notice that the **KEY** information needs the Vendor Code on the PV. Also, the Transaction Code in **NOT** the PV, it is the VI.

Type in the KEY informaton and press <ENTER>.

Your screen should look similiar to the one below.

```
ACTION: R  SCREEN: OVIH          M  M  A  R  S              12/01/96 15:37:23
              *** OPEN VENDOR INVOICE HEADER TABLE ***

 KEY IS VENDOR CODE, TRANSACTION ID, VENDOR INVOICE #

      VENDOR CODE: 000010052 0001          TRANSACTION ID: VI FUN 10007326002
 VENDOR INVOICE #: FUN3333

      VENDOR NAME: LINKING PUBLISHING CO LTD      REF PO ID: PO FUN 10005326001
 VENDOR DELIVER #:                          REF VOUCHER ID: PV FUN 10005326002

     INVOICE DATE: 11 22 96              TRANSACTION DATE: 11 22 96
          VI TYPE: 3
       PROM STATUS:                          DISCOUNT TYPE:
  TOT INVOICE AMT:          500.00         TOTAL LINE AMT:          500.00
 TOT QUANTITY INV:      0                     FREIGHT AMT:            0.00
                                                  TAX AMT:            0.00
                                             VOUCHERED AMT:          500.00
   PAYMENT NUMBER:                            PAYMENT AMT:            0.00
      CLOSED DATE: 11 22 96                  PAYMENT DATE:
```

Look at some of the fields at the bottom of the screen. Vendor will sometimes ask you to trace a payment for them. This is done by the Treasury but you should supply them with the Check Number and Check Date from this screen. They also need the Warrant Number from the OHPV screened reviewed previously.

The following is a description of this screen.

OPEN VENDOR INVOICE HEADER FILE (OVIH)

Purpose: This field included information from the header line of the invoice (VI) transaction and captures freight and tax amounts and discount types associated with the invoice from the vendor. Invoices may reference more than one order.

Updates: Entries are added to this file when new Invoice (VI) Transactions are accepted by MMARS; they are changes when modifications are submitted on these transactions. Lines are "closed" in the file when all lines belonging to the invoice document are closed in the Open Vendor Invoice Line File. Lines are deleted from the file at the end of an accounting period when they have been closed for one entire accounting period.

FIELD NAME **FIELD DESCRIPTIONS**

VENDOR CODE

The vendor code from the input transaction must match the code from the order and receiver if type 1.

TRANSACTION ID

The Transaction is **VI** (vendor invoice), The three letter department code, the four digit org code and the seven digit document ID, (which matches the PV ,payment voucher).

VENDOR INVOICE NUMBER

A twelve character field which contains the vendor's invoice number. This field prints on the check. Since several payments may go out on the same check, this number should be preceeded by the department's three digit code.

VENDOR NAME

The vendor's name from the input transaction.

REF PO ID The encumbrance document which the payment voucher referenced.

VENDOR DELIVER #

Vendors involved with EDI receive their orders electronically. When the orders reach the receiving party, the packing slip contains a receipt number. This receipt number is also referenced on the vendor's invoice. These orders are paid electronically. Your manual PV will not have a delivery number.

REF VOUCHER ID

The complete document ID of the payment voucher

VENDOR INVOICE DATE
The date the vendor invoice was received in the department.

TRANSACTION DATE
The date the transaction was entered into the system.

VENDOR INVOICE TYPE
Type "1" indicates that this vendor invoice references prior documents; a "2" indicates no prior document reference.

PROM STATUS
This is another EDI table for electronic ordering and payment. (Procurement Match Table).

DISCOUNT TYPE
The type code of any discount associated with this vendor invoice.

TOTAL INVOICE AMT.
The total amount of all vendor invoice lines and special charges.

TOTAL LINE AMOUNT
The total amount of all vendor invoice lines.

TOT QUANTITY INV Total amount of units invoiced

FREIGHT AMT. The total amount charged for freight on this invoice, if any.

TAX AMT. The total amount of all taxes for this vendor invoice, if any.

VOUCHERED AMOUNT The amount which has been vouchered against this invoice.

PAYMENT NUMBER. The number assigned to the check.

PAYMENT AMT.
The amount of the payment.

CLOSED DATE
The date when the invoice was fully paid or vouchered.

PAYMENT DATE
The date of the payment.

From this screen, we can;

Leaf to **OVIL**

The following screen appears:

```
ACTION: S  SCREEN: OVIL          M  M  A  R  S                12/02/96 15:06:20
                        *** OPEN VENDOR INVOICE LINE TABLE ***
     KEY IS VENDOR CODE, TRANSACTION ID, VENDOR INVOICE #, LINE NUMBER

01-
          VENDOR CODE: 000010052 0001      TRANSACTION ID: VI FUN 10007326002
      VENDOR INVOICE #:  FUN3333             LINE NUMBER:

           REF PO LINE:
        CATALOG NUMBER:
        COMMODITY CODE:                     SERVICE CODE:
          QTY INVOICED:
                  UNIT:                       UNIT COST:
       TOTAL LINE COST:                            P/F:
      DATES OF SERVICE:
             CONDITION:
           DESCRIPTION:
              TEXT IND:




01-*L008 END OF FILE                  01-*L004 LINE NOT FOUND
```

RELAX!!You haven't done anything wrong. This screen isn't being used for manual MMARS transactions. It is being used for EDI VI's.. Since we all know how quickly things change, the following is a description of the intended purpose of this file.

OPEN VENDOR INVOICE LINE FILE (OVIL)

Purpose: This file maintains detailed information about individual Vendor Invoice Lines including commodity code, unit, catalog number, and invoiced cost. It also maintains a description line and shows whether this is a partial or final invoice.

Updates: Lines are added to this file when new Vendor Invoice Lines, submitted on VI Transactions, are accepted by MMARS, and lines are changed when modifications of Vendor Invoice Lines are submitted. Lines are deleted from the file at the end of an accounting period when they have been closed for an entire accounting period.

FIELD NAME **FIELD DESCRIPTIONS**

VENDOR CODE The vendor code associated with this vendor invoice information, brought forward from the header of the input transaction.

TRANSACTION ID

VI-Identifies this transaction as a vendor invoice, code of department entering this document, and the unique number assigned to this vendor invoice when input.

VENDOR INVOICE #

A twelve character field which contains the vendor's invoice number. This field prints on the check.

LINE NUMBER The line number of the VI document.

REF PO LINE

The encumbrance document which the payment voucher referenced.

CATALOGUE NUMBER

The vendor's catalog number of the goods being invoiced, from the referenced order.

COMMODITY CODE

The commodity code for the goods being invoiced on this line, from the referenced order.

SERVICE CODE

A description of the service performed. Codes are found on the SERV table.

QTY INVOICED

The quantity of goods invoiced, from the vendor invoice input transaction.

UNIT

The unit of measure of the goods being invoiced from the referenced order.

UNIT COST

The unit cost of the goods invoiced, from the vendor invoice input

TOTAL LINE COST

The total amount invoiced for that line (quantity invoiced times unit cost invoiced).

PARTIAL/ FINAL FLAG

Indicator showing whether the invoice was partial or final.

DATES OF SERVICE

Dates that service was performed, which is being billed on this invoice.

CONDITION

This field displays a code found on the COND table, which indicates the condition of the goods received, (ie: overship, undership).

DESCRIPTION

The 30 character description field for the line, from the vendor invoice input transaction.

TEXT IND

Indicator to show that additional text is associated with this commodity line. A value of "S" indicates that standard text is to be used.

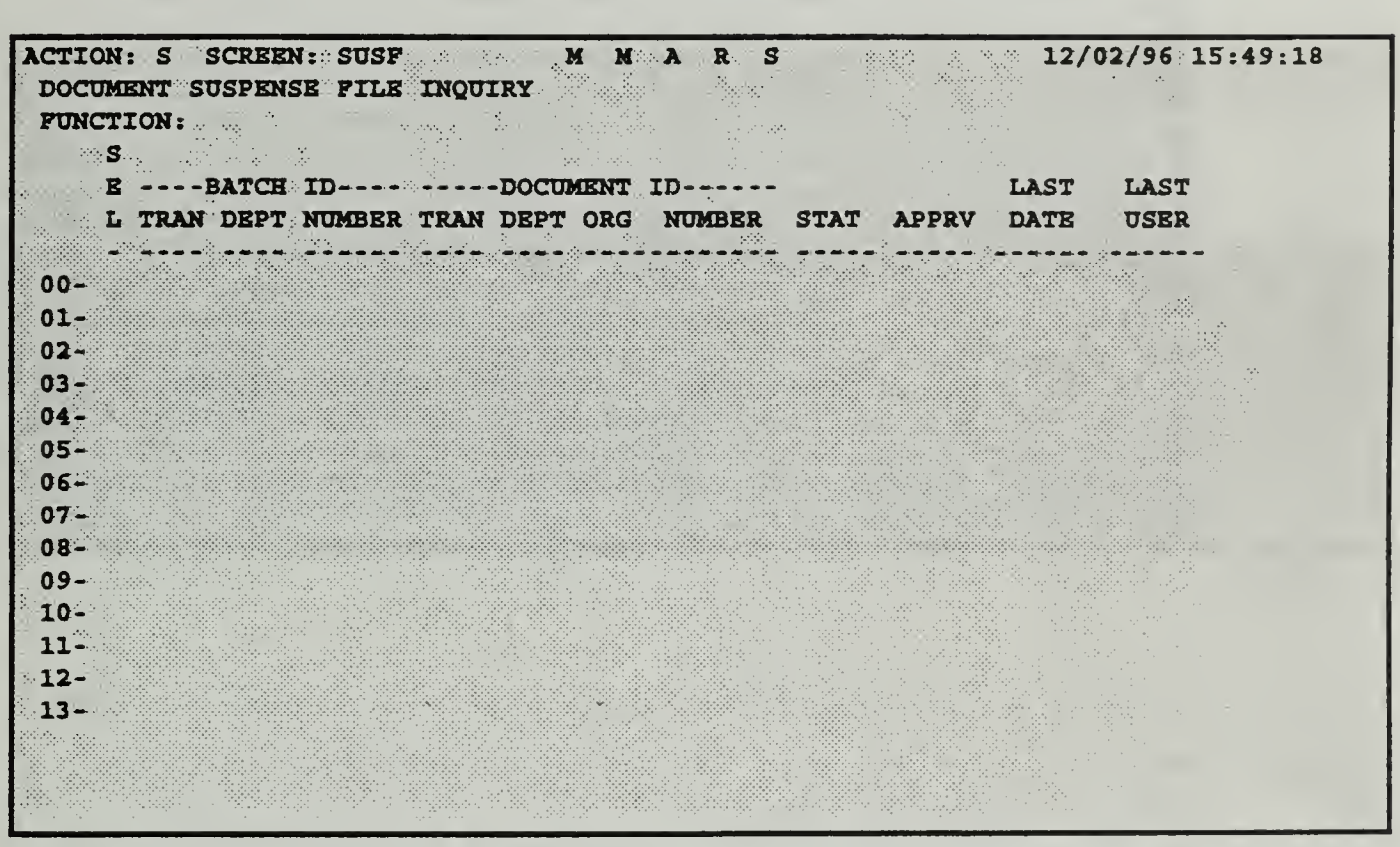
MODULE II
Lesson 5
Topic 1

In This Lesson We Will Learn: The alternate views of the Suspense File.

We learned the field of the **SUSF** view of the Suspense file on page 44 of MODULE II. There is more than one view of the Suspense file.

Let's start off with the view we are familiar with.

Cross travel to SUSF.



Let's call up our Payment Voucher. Remember to enter the DOC ID under the Document umbrella, and NOT the Batch umbrella.

Make sure you have an **S**, for Select in the ACTION field.

Type your PV's DOC ID.

Press **<ENTER>**.

Your screen should look similar to the one below.

```
ACTION: R  SCREEN: SUSF          M  M  A  R  S                07/02/96 14:49:38
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                 LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER   STAT  APPRV   DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-   .    .    .      PV   FUN  10007MJA002  HELD  00000 960728 CTRTR5
 02-   .    .    .      PV   FUN  10007SAF001  HELD  00000 960728 CTRAEM
 03-   .    .    .      PV   FUN  10007VAW001  SCHED 00000 960728 CTRAEO
 04-   .    .    .      PV   FUN  10007066HSL  REJCT 00000 960306 CTRAA1
 05-   .    .    .      PV   FUN  10007066LSH  REJCT 00000 960306 CTRAA1
 06-   .    .    .      PV   FUN  10007089JM1  REJCT 00000 960329 CTRTR1
 07-   .    .    .      PV   FUN  10007178AGO  DONE  00000 960626 CTRTR2
 08-   .    .    .      PV   FUN  10007178CAF  DONE  00000 960626 CTRTR1
 09-   .    .    .      PV   FUN  10007178EMF  DONE  00000 960626 CTRTRE
 10-   .    .    .      PV   FUN  10007222BB1  HELD  00000 960810 CTRTR3
 11-   .    .    .      PV   FUN  10007222JCL  HELD  00000 960810 CTRTR2
 12-   .    .    .      PV   FUN  10007222JM1  HELD  00000 960810 CTRTR4
 13-   .    .    .      PV   FUN  10007227SMS  SCHED 00000 960815 CTRTRH
```

There are other views of the Suspense file. They present no new information, but only dispaly it with key fields in a different order.

Let's Super Leaf to the next view.

Place **L** in ACTION

Press **<ENTER>**.

Your screen should look similar to the one below.

```
ACTION: R  SCREEN: SUS2          M  M  A  R  S              07/02/96 15:01:47
 DOCUMENT SUSPENSE FILE INQUIRY 2
 FUNCTION:
      S
      E  ----BATCH ID---- -----DOCUMENT ID------                ENTRY    LAST
      L  TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE     USER
      -  ---- ---- ------ ---- ---- ------------ ----- ----- ------ --------
   00-
   01-     .    .    .      AA   FUN  1000 7JMGUIT REJCT 00000 960123 CTRABG
   02-     .    .    .      AA   FUN  1000 7300001 HELD  00000 960804 CTRAA4
   03-     .    .    .      AA   GGG  1000 7ARYSAV HELD  00000 961204 CTRABN
   04-     .    .    .      AC   AAH  1000 7MM0001 REJCT 00000 960530 CTRAH6
   05-     .    .    .      AC   FUN  1000 7JMGUIT REJCT 00000 961108 CTRAHA
   06-     .    .    .      AC   FUN  1000 7HHHHHH HELD  00000 960123 CTRABG
   07-     .    .    .      AC   FUN  1000 7EST123 HELD  00000 960308 CTRABG
   08-     .    .    .      AC   FUN  1000 7143MCP HELD  00000 960804 CTRAA4
   09-     .    .    .      AL   ANF  1000 7111111 REJCT 00000 960804 CTRAD6
   10-     .    .    .      AL   ANF  1000 7222222 REJCT 00000 960804 CTRAD6
   11-     .    .    .      AL   FUN  1000 7234DAN HELD  00000 961207 SEAAAT
   12-     .    .    .      AL   FUN  1000 72345DT HELD  00000 961207 SEAAAT
   13-     .    .    .      AL   FUN  1000 7143GFM REJCT 00000 960907 CTRTRH
```

This screen is called **SUS2.** Notice that the fields aren't a lot different from **SUSF**. However, the information has changed. It doesn't hang onto the documents you saw in the SUSF view.

Let's continue our trip to the next view of Suspense.

Super Leaf to SUS3.

Your screen should look similar to the one below.

```
ACTION: R  SCREEN: SUS3          M  M  A  R  S              07/02/96 15:19:58
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     E        ----BATCH ID----  -----DOCUMENT ID------        ENTRY  LAST   LAST
     L STAT   TRAN DEPT NUMBER  TRAN DEPT ORG  NUMBER  APPRV  DATE   DATE   USER
     - -----  ---- ---- ------  ---- ---- ------------ -----  ------ ------ ------
 00-
 01-   DONE   IE   FRI  000002  .    .    .    .       00000  960430 940430 CTRABN
 02-   DONE   IE   FRI  000003  .    .    .    .       00000  960430 950629 CTRACO
 03-   DONE   IE   FRI  000004  .    .    .    .       00000  960430 940430 CTRABD
 04-   DONE   IE   FRI  000005  .    .    .    .       00000  960430 940430 CTRABD
 05-   DONE   IE   FRI  000006  .    .    .    .       00000  960430 940430 CTRABD
 06-   DONE   IE   FRI  000009  .    .    .    .       00000  960430 940430 CTRABD
 07-   DONE   IE   FRI  000010  .    .    .    .       00000  960430 940430 CTRABD
 08-   DONE   IE   FRI  000011  .    .    .    .       00000  960430 940430 CTRABD
 09-   DONE   IE   FRI  000018  .    .    .    .       00000  961204 951204 CTRTRL
 10-   DONE   IE   FRI  000019  .    .    .    .       00000  960603 940603 CTRABN
 11-   DONE   IE   FRI  000020  .    .    .    .       00000  960811 950414 CTRABD
 12-   DONE   IE   FRI  000032  .    .    .    .       00000  960729 950414 CTRABD
 13-   DONE   IE   FRI  000059  .    .    .    .       00000  961204 951204 CTRTRK
```

This screen is used a lot by over-seeing departments who need to approve documents. Remember, the Comptroller's Office needs to approve all PEND5 documents. From this screen they would key in the STATUS of PEND5.

Your department may wish to check all the DONE status documents, to be certain that work entered the day before went through. Checking the HOLDS and REJECT's give you an idea of problems that need to be resolved.

With the **R** in the ACTION field,

Press **<ENTER>**.

Your screen should look similar to the one below.

```
ACTION: R  SCREEN: SUS3          M  M  A  R  S                07/03/96 08:02:34
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
    S
    E          ----BATCH ID----  -----DOCUMENT ID------          ENTRY  LAST   LAST
    L STAT   TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  APPRV  DATE   DATE   USER
    - ----- ---- ---- ------ ---- ---- ---------- ----- ------ ------ ------
00-
01-  DONE  IE   FRI  000135 .    .    .    .      00000 961007 961021 DABGRO
02-  DONE  IE   FRI  000158 .    .    .    .      00000 961216 961216 MTSTRA
03-  DONE  IE   FRI  000159 .    .    .    .      00000 961216 961216 MTSTRA
04-  DONE  IE   FRI  000161 .    .    .    .      00000 961216 961216 DABGRO
05-  DONE  IE   FUN  000001 .    .    .    .      00000 960427 960525 CTRABN
06-  DONE  IE   MON  000001 .    .    .    .      00000 960430 961103 CTRACI
07-  DONE  IE   MON  000016 .    .    .    .      00000 960603 960425 CTRACI
08-  DONE  IE   MON  000024 .    .    .    .      00000 960603 961103 CTRTR2
09-  DONE  IE   MON  000026 .    .    .    .      00000 960811 961103 CTRTR2
10-  DONE  IE   MON  000027 .    .    .    .      00000 960811 961103 CTRTR2
11-  DONE  IE   MON  000029 .    .    .    .      00000 960729 961103 CTRACI
12-  DONE  IE   MON  000030 .    .    .    .      00000 960729 961103 CTRTR2
13-  DONE  IE   MON  000031 .    .    .    .      00000 960729 961103 CTRTR2
```

There are no new fields on this screen, just a display with them in a different order.

Let's look at the last view of the Suspense File. This view will allow you to look at all your department's documents which are on Suspense.

Super Leaf to **SUS4.**

Your screen should look like the screen below.

```
ACTION: R  SCREEN: SUS4          M  M  A  R  S              07/03/96 08:07:32
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
    S
    E                                          ----BATCH ID----          ENTRY   LAST    LAST
    L DEPT ORG  STAT  TRAN NUMBER   TRAN DEPT NUMBER  APPRV   DATE    DATE    USER
    - ---- ---- ----- ---- -------- ---- ---- ------- ------ ------- ------- ------
00-
01-   .    .    DONE  .    .        IV   WED  000144  00000 960902  960324 SOCRAT
02-   .    .    HELD  .    .        IV   TUE  000141  00000 960902  960902 OFF-LI
03-   .    .    ????? .    .        IV   THU  000116  00000 960902  961123 SOCRAT
04-   .    .    REJCT .    .        PG   OSC  WAV555  00000 960521  960521 CTRTR4
05-   .    .    SCHED .    .        IE   THU  000137  00000 961126  960324 MTSTRA
06-             REJCT OR             .    .    .       00000 960221  960221 CTRTR1
07-   AAH  1000 REJCT AC   JMM0001  .    .    .       00000 960530  960530 CTRAH6
08-   ADD  0100 REJCT PD   D085001  .    .    .       00000 961104  961228 CTRABD
09-   ANF  1000 HELD  BF   1111111  .    .    .       00000 960215  960215 CTRABG
10-   ANF  1000 REJCT AL   1111111  .    .    .       00000 960215  960804 CTRAD6
11-   ANF  1000 REJCT AL   2222222  .    .    .       00000 960216  960804 CTRAD6
12-   ANF  1000 REJCT CB   1111111  .    .    .       00000 960217  960217 CTRABG
13-   ANF  1000 REJCT PG   5270001  .    .    .       00000 960127  961208 CTRTRB
```

Press **TAB** and move the cursor to the dept field.

Type in your three letter department code.

For training we will key in **FUN**.

Press **ENTER**.

Your screen should look like the one below.

```
ACTION: R  SCREEN: SUS4          M  M  A  R  S                07/03/96 08:27:35
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     E                                        ----BATCH ID----          ENTRY   LAST    LAST
     L DEPT ORG  STAT  TRAN NUMBER  TRAN DEPT NUMBER APPRV  DATE    DATE    USER
     - ---- ---- ----- ---- ------- ---- ---- ------ ----- ------- ------- ------
 00-
 01-   FUN  CTRJ HELD  JV   OHN0001 .    .    .      00000 960623  960623  CTRAH6
 02-   FUN  CTRJ REJCT JV   OHNM001 .    .    .      00000 960623  960623  CTRAH6
 03-   FUN  0000 REJCT EA   0000000 .    .    .      00000 960712  960721  CTRAAI
 04-   FUN  0000 REJCT PV   0000SAK .    .    .      00000 960926  960926  CTRAIF
 05-   FUN  0000 REJCT PV   00000SK .    .    .      00000 960926  960102  CTRACS
 06-   FUN  0000 REJCT PV   0000000 .    .    .      00000 960926  960926  CTRAIF
 07-   FUN  1000 DONE  OR   6AHJ01A .    .    .      00000 960624  960624  CTRTRB
 08-   FUN  1000 DONE  OR   6AHJ01B .    .    .      00000 960624  960624  CTRTRB
 09-   FUN  1000 DONE  OR   6AHJ01C .    .    .      00000 960624  960624  CTRTRB
 10-   FUN  1000 DONE  OR   6AWH01A .    .    .      00000 960624  960624  CTRTRF
 11-   FUN  1000 DONE  OR   6AWH01B .    .    .      00000 960624  960624  CTRTRF
 12-   FUN  1000 DONE  OR   6AWH02A .    .    .      00000 960624  960624  CTRTRF
 13-   FUN  1000 DONE  OR   6AWH03A .    .    .      00000 960624  960624  CTRTRF
```

The Suspense File, in any view, can be used as an entry point into a document. Let's try it.

Go **HOME** and put as **S** in the ACTION field.

Use **F9** to move the cursor on the line of the transaction you wish to view.

Press **<ENTER>**.

This should bring you into the document you selected.

```
FUNCTION: MORE          DOCID: JV FUN CTRJ OHN0001      07/03/96 08:34:06
      001-002 OF 002  BATID:                  STATUS: HELD
H-              JOURNAL VOUCHER DOCUMENT
   JV DATE: 07 23 96  ACCTG PRD: 11 96    BUDGET FY: 97
   COMMENTS:                          JV TYPE: P

   ACCT                    REV  SUB     BS        -I/G REF-
   TYPE DPT  APPROP  SUB ORG/SB  OBJ SRC  O/R FUND ACCT PROG RPTG FUND  DPT
   -- -- ------ -- ------ -- -- -- -- -- -- -- -- -- -- -- -- --  --
   TY PRJ/CL/GRC ACTV BANK PROVIDER CODE  PROV NAME
   -- ------ -- -- -------- ------
              DESCRIPTION          DEBIT AMOUNT  CREDIT AMOUNT
              ------------------   ------------  -------------
01-  24  SEA 11111111 AA       A01

                                        100.00
02-  24  SEA                        010

                                                      99.99


01-C058E-APPROP NOT VALID IN ASTA     01-C023E-MISSING FUND
01-C029E-MISSING ORGANIZATION         02-C058E-APPROP NOT VALID IN ASTA
02-C195E-FUND NOT = FUND ON ASTA      02-C023E-MISSING FUND
```

The user can make any changes necessary.

Well, we're just looking. We don't want to make any changes. To leave the document and get back to the Suspense File we left, do the following steps.

Press **HOME**, and type in FD or END, then

Press <ENTER>.

This will back you up to the screen shown below.

```
ACTION: R  SCREEN: SUS4          M  M  A  R  S                07/03/96 08:42:43
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
     S
     E                                    ----BATCH ID----          ENTRY  LAST   LAST
     L DEPT ORG  STAT  TRAN NUMBER  TRAN DEPT NUMBER APPRV  DATE   DATE   USER
     - ---- ---- ----- ---- ------- ---- ---- ------ ----- ------ ------ ------
00-
01-   FUN  1000 DONE  OR   7AHJ01A .    .    .      00000 960624 960624 CTRTRB
02-   FUN  1000 DONE  OR   7AHJ01B .    .    .      00000 960624 960624 CTRTRB
03-   FUN  1000 DONE  OR   7AHJ01C .    .    .      00000 960624 960624 CTRTRB
04-   FUN  1000 DONE  OR   7AWH01A .    .    .      00000 960624 960624 CTRTRF
05-   FUN  1000 DONE  OR   7AWH01B .    .    .      00000 960624 960624 CTRTRF
06-   FUN  1000 DONE  OR   7AWH02A .    .    .      00000 960624 960624 CTRTRF
07-   FUN  1000 DONE  OR   7AWH03A .    .    .      00000 960624 960624 CTRTRF
08-   FUN  1000 DONE  OR   7AWH04A .    .    .      00000 960624 960624 CTRTRF
09-   FUN  1000 DONE  OR   7AWH06A .    .    .      00000 960624 960624 CTRTRF
10-   FUN  1000 DONE  OR   7AWH07A .    .    .      00000 960625 960625 CTRTRF
11-   FUN  1000 DONE  OR   7BLC01A .    .    .      00000 960624 960624 CTRTRE
12-   FUN  1000 DONE  OR   7BLC01B .    .    .      00000 960624 960624 CTRTRE
13-   FUN  1000 DONE  OR   7BLC02A .    .    .      00000 960624 960624 CTRTRE
```

This brings you directly back to the view of the Suspense File you were in by;

MODULE II REPORTS

There are three output reports that we will go over in MODULE II. They are:

335A AGED UNPROCESSED DOCUMENTS
340A TRANSACTIONS PROCESSED
341A APPROPRIATION AND SUBSIDIARY TRANSACTIONS WITH BALANCES

The first report we will look at is the 335A, AGED UNPROCESSED DOCUMENTS. This report is not an audit trail report. This report, along with most of the 300 series, is a reconciliation report. This report is run on a weekly basis, on Tuesday nights.

Description, frequency and distribution

RPT335A displays the status of unprocessed documents on the suspense file. It is distributed on a weekly basis with information as of Tuesday night.

Intended audience and use

The intended audience is the suspense file manager, individuals who handle contracts, accounts payable staff and personnel involved with the budget.

Other sources of summarized or alternate view of information

Online: SUSF, SUS2, SUS3, and SUS4

Detailed description

DEPARTMENT: Three position department alpha code with department name.

ORGANIZATION: Name of organization.

TRANS SUBMIT DATE: Date the transaction was entered into MMARS.

BATCH: Batch number for those documents entered through a batch.

AGED UNPROCESSED DOCUMENTS AS OF 05/16/95

DEPARTMENT:
ORGANIZATION: 1000 EXECUTIVE STAFF

TRANS SUBMIT DATE	BATCH	DOCUMENT ID TR	DEP	NUMBER	LAST USER	DOCUMENT AMOUNT AND DAYS OPEN: UNDER 7 DAYS	7 TO 15 DAYS	16 TO 30 DAYS	OVER 30 DAYS	EXPLANATION
05/10/95		IV	1000	TEL0110	OFF-	4,407.91				UNKNW
05/11/95		IV	1000	PAD0109	OFF-	2,215.33				UNKNW

UNPROCESSED TRANSACTIONS OF TYPE: IV COUNT: 2 TOTAL: 6,623.24

DOCUMENT ID: Document Identifaction Number, make up of:

TR: Transaction - Two letter code for MMARS transaction.

DEP: Department - Three letter code for the department.

NUMBER: Eleven digit number beginning with the four digit organization code, followed by the last number of fiscal year, then julian date, then a three figit sequence of document. Many documents have pre-printed numbers on them.

LAST USER: Four letter code from the User ID of the last User to take an action on the document.

DOCUMENT AMOUNT & DAYS OPEN This field is made up of four breakdowns of lengths of time the document has sat unprocessed, in the suspense file. They are:

Under 7 days
7 to 15 days
16 to 30 days
over 30 days

EXPLANATION: This field displays the reason the docement is unprocessed. The status corresponds to those listed in the Suspense File.

UNPROCESSED TRANSACTIONS OF TYPE: This field displays the transaction type listed in each section of the report. The report lists separate groupings, alphabetically, by transaction type.

COUNT: This field gives the number of specific transaction types which were unprocessed.

TOTAL: This field gives the total number of documents unprocessed for a specific department and organization.

341A APPROPRIATION AND SUBSIDIARY TRANSACTIONS WITH BALANCES

General information:

This is a weekly audit trail report. The reporting period covers Wednesday to Tuesday. DONE PV's do not necessarily appear on the same warrant.

This is an excellent reconciliation report.

This report serves to determine the ability of an account or subsidiary to support further spending.

Other sources of summarized or alternate view of information

APR1, APR2, APR3, and APR4 Tables.

Detailed description

DEPARTMENT: Three position department alpha code with department name.

APPROPRIATION: Eight digit appropriation account number.

APPR NAME: The name assigned to the eight digit appropriation account number.

SUB: Subsidiary

OBLIGATION CEILING: Amount of money availabe to encumber eithin the subsidiary listed.

EXPENDITURE CEILING: Amount of money available to spend within the subsidiary listed.

PRE-ENCUMBRANCE Amount of money commited to pre-encumbrance transaction, (requistions and service requests that need further approval).

ENCUMBRANCES & PAYROLL HOLD

Amount of money committed ot encumbrance documents, including any payroll holds against the appropriation and subsidiary.

APPROPRIATION AND SUBSIDIARY TRANSACTIONS WITH BALANCES
ACTIVITY FROM 05/10/95 THROUGH 05/16/95

DEPARTMENT:

			OBLIGATION CEILING	EXPENDITURE CEILING	PRE-ENCUMBRANCES	ENCUMBRANCES AND PAYROLL HOLD	EXPENDITURES	ADVANCES
APPROPRIATION:				: SERVICES AND OPERATIONS				
SUB EE AS OF 05/09/95			187,845.00	172,191.25	0.00	33,426.14	154,368.00	31.62
IV	1000 TEL0109 01	05/10				-4,282.98	4,282.98	
TS	1000 5130011	05/15	13,626.00	1,626.00				
EA	1300 5136090 01	05/16	042453466 0001		PC	-130.00	130.00	-130.00
IE	1000 CRP0295 01	05/16				913.54		
IE	1000 MVM0195 01	05/16				500.00		
IE	1000 TEL0195 01	05/16				8,900.00		
PO	1000 SCKBKEE 01	05/16	OPENORDER	OPEN ORDER VENDOR		200.00		
RA	1000 SCKBKEE	05/16						200.00
SUB EE AS OF 05/16/95			201,471.00	173,817.25	0.00	39,526.70	158,780.98	101.62
				14,934.65 UNEXPENDED BALANCE FOR SUBSIDIARY EE AS OF 05/16/95				
				3,163.32 UNCOMMITTED BALANCE FOR SUBSIDIARY EE AS OF 05/16/95				
SUB HH AS OF 05/09/95			1,130,074.00	1,130,074.00	0.00	10,970.17	1,108,477.83	0.00
TS	1000 5130011	05/15	-626.00	-626.00				
AC	1000 ANP0001	05/16	-10,000.00	-10,000.00				
SUB HH AS OF 05/16/95			1,119,448.00	1,119,448.00	0.00	10,970.17	1,108,477.83	0.00
				10,970.17 UNEXPENDED BALANCE FOR SUBSIDIARY HH AS OF 05/16/95				
				0.00 UNCOMMITTED BALANCE FOR SUBSIDIARY HH AS OF 05/16/95				
SUB JJ AS OF 05/16 NO ACTIVITY			12,311.00	12,311.00	0.00	560.30	10,250.10	0.00
				2,060.90 UNEXPENDED BALANCE FOR SUBSIDIARY JJ AS OF 05/16/95				
				1,500.60 UNCOMMITTED BALANCE FOR SUBSIDIARY JJ AS OF 05/16/95				
SUB KK AS OF 05/09/95			1,000.00	1,000.00	0.00	0.00	0.00	0.00
TS	1000 5130011	05/15	-1,000.00	-1,000.00				
SUB KK AS OF 05/16/95			0.00	0.00	0.00	0.00	0.00	0.00
				0.00 UNEXPENDED BALANCE FOR SUBSIDIARY KK AS OF 05/16/95				
				0.00 UNCOMMITTED BALANCE FOR SUBSIDIARY KK AS OF 05/16/95				
SUB LL AS OF 05/16 NO ACTIVITY			45,256.00	41,484.66	0.00	15,949.54	27,273.37	0.00
				14,211.29 UNEXPENDED BALANCE FOR SUBSIDIARY LL AS OF 05/16/95				
				2,033.09 UNCOMMITTED BALANCE FOR SUBSIDIARY LL AS OF 05/16/95				

EXPENDITURES Amount of money spent within the subsidiary and appropriation.

ADVANCES Amount of money spent on advances.

UNEXPENDED BALANCE FOR SUBSIDIARY Subtotals are given for each subsidiary, as well as a grand total for the appropriation.

UNCOMMITTED BALACE FOR SUBSIDIARY Subtotals are given for each subsidiary, as well as a grand total for the appropriation.

APPENDIX

MMARS Transaction Codes

Vendor Start-up Forms
- Authorization for Electronic funds Payment
- Vendor Unit Rejection Slip
- W-9 Form
- Commonwealth Terms and Conditions Form

MMARS TABLES AND INQUIRIES

APPENDIX

MMARS Transaction Codes

Check
- Sample Paper Check
- Field Descriptions on Check

Vendor Start-up Forms
- Authorization for Electronic Funds Payment
- Vendor Unit Rejection Slip
- W-9 Form
- Commonwealth Terms and Conditions Form

Tables to Track EFT Set Up
- STOV
- VBST

MMARS TABLES AND INQUIRIES

MMARS TRANSACTION CODES

APPROPRIATION/BUDGET

AA	Appropriation
AC	Allocation
AL	Allotment
BA	Bond Authorization
BF	Balance Forward
EB	Expense Budget
HA	Appropriation (House One)
RB	Revenue Budget
TA	Transfer of Appropriation
TS	Intersubsidiary Transfer
ZZ	Addition of Beginning Balance

PRE-ENCUMBRANCES

DR	EDP Requisition
DS	EDP Service Requisition
RQ	Purchasing Requisition
RX	Requisition
SR	Service Request

ENCUMBRANCE MANAGEMENT

CB	Contract Backout
CC	Construction Contract
IE	Interdepartmental Encumbrance
LE	Lapse Encumbrance
LO	Lease Order
PD	Dept Purchase Order
PE	Data Processing Service
PG	Price Agreement Purchase Order
PH	Payroll Hold
PN*	Centralized Purchase Order
PO	Miscellaneous Encumbrance
PX	Direct Order
RC**	Receiver
SC	Service Contract
SP	Special Purchase

PAYMENTS/EXPENDITURES

CP	Contractor Payroll
IV	Intragovernmental Voucher
MC	Manual Check
OT	Operating Transfer
PV	Payment Voucher
PY*	Payroll
TV	Trust Payment Voucher
VI*	Vendor Invoice
WC	Warrant Check

ADVANCE PAYMENT/RETURN

AR	Advance Refund
EA	Expenditure of Advance
RA	Request for Advance
RP	Ready Payment

MODIFICATION/CORRECTION/RECLASSIFICATION

CM	Construction Modification
CX*	Check Cancellation
ER	Expenditure Refund
EX	Expenditure Correction
IF	Insufficient Funds Payroll Correction
JV	Journal Voucher
PR	Payroll Correction
SM	Service Modification
VU	Vendor Update

COST ACCOUNTING & PERFORMANCE MEASUREMENT

FM	Federal Aid Master
FX	Federal Charge
PA*	Performance Actual
PT	Performance Target
PZ	Federal Billing

FIXED ASSETS

FA	Acquisition
FB	Betterment
FC	Modification
FD**	Disposition
FS**	Internal Sale
FT**	Transfer

REVENUE MANAGEMENT

CD	Confirmed Deposit
CR	Cash Receipt (to be replaced with CD/CT)
CT	Cash Transfer
RF	Revenue Refund
RT	Trust Cash Receipt
TR	Treasurer's Receipt(to be replaced with CD/CT)

ACCOUNTS RECEIVABLE

CU	Customer Update
RE	Receivable Event
RI	Revenue Increase
RD	Revenue Decrease
NF	NSF Check
WO	Write Off

PROJECT ACCOUNTING & REPORTING

P2	Project Charges
PC	Project Changes
PM	Project Master
PS	Project Set Aside

No input Forms for these transactions.
*****Not currently in use.***

January 20, 1994

The Commonwealth of Massachusetts
Department of the State Treasurer

JOSEPH D. MALONE
TREASURER AND RECEIVER GENERAL

PAGE : 001

EFFECTIVE DATE : 5/16/95
CHECK NUMBER : 0003007845
CHECK AMOUNT : $149.38

DIRECT DEPOSIT IS A PAYMENT OPTION IF YOU ARE A BUSINESS OR AN INDIVIDUAL UNDER CONTRACT WITH A STATE AGENCY. TO SIGN UP FOR DIRECT DEPOSIT SEND A LETTER REQUESTING ELECTRONIC PAYMENTS. INCLUDE YOUR VENDOR CODE NUMBER AND A VOIDED CHECK FROM YOUR CHECKBOOK. NOTIFY YOUR BANK THAT YOU WILL BE RECEIVING A CORPORATE TRADE PAYMENT (CTP) AND WILL NEED THE ADDENDA RECORD. MAIL TO: STATE TREASURY, DIRECT DEPOSIT, ONE ASHBURTON PLACE, BOSTON MA 02108.

(1) PAYMENT REFERENCE	(2) DOCUMENT ID	(3) TELEPHONE FOR INQUIRIES	(4) AMOUNT
(5) DEPARTMENT	(6) LOCATION		
REIMOPCL	PVOSC40005111008	(617)-727-5000 X407	149.38
OFFICE OF STATE COMPTROLLER			

1) Payment reference number: Number used for the vendor to associate with this payment (invoice number).

2) Document ID: PV number used by the state department issuing payment.

3) Phone: Number of the department issuing payment.

4) Amount: Amount of payment may be more than one line.

5) Department: State department issuing payment.

6) Location: Of department.

* Remittance advice may contain special text written about this payment.

$149.38

Fold at Perforation Below and Detach Carefully

The Commonwealth of Massachusetts
Department of the State Treasurer

JOSEPH D. MALONE
TREASURER AND RECEIVER GENERAL

CHECK DATE 99/99/99
CHECK NUMBER 9999999999
CHECK AMOUNT $999,999,999,999.99

THIS IS THE TREASURY MESSAGE AREA - LINE 1
LINE 2
LINE 3
LINE 4
LINE 5
LINE 6
LINE 7
LINE 8

PAYMENT REFERENCE DEPARTMENT	DOCUMENT ID LOCATION	TELEPHONE FOR INQUIRIES	AMOUNT
THIS IS STANDARD TEXT LINE 1 THIS IS MORE STANDARD TEXT PPPPPPPPPPPPPPPPPPPPP XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	DDDDDDDDDDDDDDDD LLLLLLLLLLLLLLLLLLLLLLLL	(999) 999-9999 X9999	$10.00
THIS IS PAYMENT TEXT LINE 1 THIS IS PAYMENT TEXT LINE 2 THIS IS PAYMENT TEXT LINE 3 THIS IS PAYMENT TEXT LINE 4 PPPPPPPPPPPPPPPPPPPPP XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	DDDDDDDDDDDDDDDD LLLLLLLLLLLLLLLLLLLLLLLL	(999) 999-9999 X9999	$20.00
THIS IS PAYMENT TEXT LINE 1 THIS IS PAYMENT TEXT LINE 2 PPPPPPPPPPPPPPPPPPPPP XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	DDDDDDDDDDDDDDDD LLLLLLLLLLLLLLLLLLLLLLLL	(999) 999-9999 X9999	$30.00
PPPPPPPPPPPPPPPPPPPPP XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	DDDDDDDDDDDDDDDD LLLLLLLLLLLLLLLLLLLLLLLL	(999) 999-9999 X9999	$40.00
17 18 19 20 21 22 23 24 25 26 27 28 29 30			

Fold at Perforation Below and Detach Carefully

CONTINUED ON NEXT PAGE

The Commonwealth of Massachusetts
Department of the State Treasurer

CHECK NUMBER 0000123456
REFERENCE NUMBER 123456789ABCD
CHECK DATE 09/22/94

53-283
113

State Street
Boston, Massachusetts 02101
State Street, Quincy

CHECK AMOUNT
$999,999,999,999.99
VOID AFTER 90 DAYS

PAY *999,999,999,999*DOLLARS*AND*99*CENTS**********

TO THE ORDER OF
JOHN VENDOR
ONE ASHBURTON PLACE
ROOM 1306
DEPARTMENT XYZ
C/O THE BOSS
BOSTON MA 02108-1234

Joe Malone
Joseph D. Malone, Treasurer

The Commonwealth of Massachusetts
Department of the State Treasurer
One Ashburton Place
Boston, Mass. 02108-1608

Joseph D. Malone
asurer and Receiver General

MEMORANDUM

TO: State Vendors

FROM: Robert E. Foley, Deputy Treasurer

DATE: March 31, 1995

RE: ELECTRONIC FUNDS TRANSFERS FURTHER REVISIONS

With the implementation of the Treasury's new payment processing system, a further advantage exists with the use of electronic funds transfer. Vendor accounts will have their payments credited to their bank accounts on Friday; whereas, weekly warrant checks will be dated and mailed on Thursday and may not be received and cleared as timely.

Enclosed is the standard Authorization for Electronic Funds Payment Form.

- You must contact your bank stating that you will be receiving electronic payments through the Automated Clearing House (ACH) in CTP format. An addenda record accompanies each payment giving the necessary information to identify each payment. The detail information should be forwarded from your bank to you. It will not be sent by the Commonwealth.

- Please make sure the entire vendor code number is filled out. If you have more than one number and wish your payments to go to only one bank account, you can use one form with an attachment listing the other vendor codes. If you are unsure of your vendor code number, it is located on the state check you receive under the words "Reference Number".

- Please attach a voided check from your checkbook to the authorization form.

- Authorization forms not completely filled out will be returned.

- Finally, it usually takes approximately fifteen days to actively receive electronic payments once we receive the authorization form.

(over)

JOSEPH D. MALONE - TREASURER AND RECEIVER GENERAL
COMMONWEALTH OF MASSACHUSETTS

AUTHORIZATION FOR ELECTRONIC FUNDS PAYMENT

I, _____ , hereby authorize the State Treasurer to deposit funds due into the account at the bank named below. The State Treasurer is also authorized to debit my account only to adjust any over deposit which it has caused to be made to my account.

This authorization will remain in effect until either cancelled in writing or an updated form changing information is sent to State Treasurer and Receiver General, One Ashburton Place – 12th floor, Boston, Massachusetts. 02108-1608.

Bank Name: _____

Bank Routing Number: _____

Account Number: _____

Checking Account _____ Savings Account _____ (Please Check Account Type)

Vendor Code: _____

Contact Name: _____ Telephone: (____) ____ – _____

Address: _____

City: _____ State: _____ Zip: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

Please return completed form to:

Corporate Electronic Payments Division
ATTENTION: James A. MacDonald
Office of State Treasurer Joseph D. Malone
One Ashburton Place – 12th Floor
Boston, MA 02108-1608

Vendor Unit Rejection Slip

TO: , MMARS Liaison

FROM: ____Verna Sullivan x389 **X Fred Pagano** x255

____ June Minicucci x386

DATE: May 16, 1995

****

The VU transaction below is being returned for the following reason(s) checked off on this slip.

Please return this letter with the corrected document and backup. If you have any questions, you may call me at the extension above.

	Not on Susf
	Vendor already on file
	Vendor Change already performed
	A signed letter from the Vendor is required for:
	Additional address
	Change of address
	Change of Name
	Missing or Invalid Data
	Vendor #
	Vendor Name
	Insuff. Address
	Org. Structure
	Zip Code
	Action (Modify, Delete or New Entry)
	W-9 Errors
	No W-9 attached
	W-9 not signed
	W-9 list both FEIN and SS # as TIN (Taxpayer ID #) Only one allowed
	W-9 does not agree with VU document
	W-9 does not agree with VU screen
	Not Original W-9 (FAX and Photocopies not permitted)
	W-9 over 60 days of VU date. (W-9 should be current)
	State Employees are not allowed on the vendor file

Other:

Thanks

Request for Verification of Taxation Reporting Information

(Massachusetts Substitute W-9 Format)

Pursuant to IRS regulations, vendors & customers must furnish their Taxpayer Identification Number *(TIN)* to the Commonwealth.
Vendors must complete, sign, and return this form before payments may be made.

Name (List legal name, if joint names, list first & circle the name of the person or entity whose TIN you enter in Part I below.
See instruction ***1 if your name has been changed**).

Legal Address - Number & Street, (include suite or apartment number when possible) City, State and ZIP (include 9 digit Zip when available)

IF REMITTANCE (PAYMENT) ADDRESS IS DIFFERENT FROM YOUR LEGAL ADDRESS, PLEASE FILL IN BOXES PROVIDED BELOW.

Remittance Address (number & street, include suite or apt.# when possible).

Remittance City, State, ZIP(include 9 digit ZIP when available).

Phone #

PART III - TAX EXEMPT

☐ Check if you organization recognized by the IRS as Tax Exempt *(i.e., 501(c))?*
If claiming Tax Exempt Status, attach the IRS ruling or Determination Letter or this status will not be recognized by the Commonwealth of Massachusetts.

PART I - TIN VERIFICATION

Enter your taxpayer identification number (TIN) in the appropriate box. For individuals or sole proprietors, this is your social security number. For other entities, it is your federal employer identification number (FEI).

If vendor has more than 1 name, use Chart A for guidelines on whose TIN to enter.

Social Security #

_ _ _ _ _ _ _ _ _

OR

Employer Identification #

_ _ _ _ _ _ _ _ _

PART IV - UPDATE TO EXISTING W-9

☐ A Request for Verification of Vendor Taxation Reporting Information has been previously filed with the Commonwealth under this TIN. This report replaces that form.

Please attach supporting documentation specified in instructions on back of this form under Updates.

PART II - ORGANIZATION TYPE

Enter your organization type. Obtain Organization Type Letter from Chart B.

Organization Type ☐

CHART A -What Name & Number to Give the Requester

For this type of Account:	Give the name and SOCIAL SECURITY number of:
1. Individual	The individual
2. Sole Proprietorship	The owner (Show individual's name)
For this type of Account:	**Give the name and EMPLOYER IDENTIFICATION number of:**
3. A valid trust, estate, or pension trust	Legal entity (do not furnish the identification number of the personal representative or trustee unless the legal entity itself is not designated in the account title)
4. Corporation	The corporation
5. Association, club, religious, charitable, or other tax-exempt organization.	The organization
6. Partnership	The partnership
7. Broker or registered nominee	The broker or nominee

CHART B - ORGANIZATION TYPE

For this type of vendor:	Type
Individual	1
Sole Proprietorship	1
Partnership	P
Trust	T
Corporation(including Mexico & Canada)	C
Other Please explain on line provided below	O

Please Type or Print

Additional Instructions are provided on the back of the form

If you selected an organizational type of "O" (Other), please explain why?

For Commonwealth vendors only: I have read and understand the Commonwealth's Tax Reporting Information (Please Check box). ☐

Under penalties of perjury, I declare that I have examined this request and to the best of my knowledge and belief, all information I have supplied is true, correct, and complete.

Signature *Date*

PLEASE PRINT OR TYPE YOUR NAME & TITLE **DATE**

GENERAL INSTRUCTIONS

(Section references are to the Internal Revenue Code.)

Purpose of Form. - A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report payments made to you for the sales of goods & services & real estate transactions Use the Request for Verification of Taxation Reporting Information *(Massachusetts' Substitute W-9 Format)* to furnish your correct TIN to the Commonwealth and, when applicable, (1) to certify that the TIN you are furnishing is correct *(or that you are waiting for a number to be issued).*

How To Obtain a TIN. - If you do not have a TIN, apply for one immediately. To apply, get **Form SS-5**, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or **Form SS-4**, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.

To complete the Request for Verification of Taxation Reporting Information if you do not have a TIN, write "Applied For" in the space for the TIN in Part 1, sign and date the form, and give it to the requester. Generally, you will then have 60 days to obtain a TIN and furnish it to the requester. **Note:** Writing "Applied For" on the form means that you have already applied for a TIN **OR** that you intend to apply for one in the near future.

As soon as you receive your TIN, complete another Request for Verification of Taxation Reporting Information, include your TIN, sign and date the form, and give it to the requester.

Penalties

Failure to Furnish TIN. - If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding. - If you make a false statement with no reasonable basis that results in no imposition of backup withholding, you are subject to a penalty of $500.

Criminal Penalty for Falsifying Information. - Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Specific Instructions

Name. - If you are an individual, you must generally provide the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, please enter your first name and both the last name shown on your social security card and your new last name.

Foreign Vendors. - If you are a nonresident alien or foreign entity not subject to backup withholding, give the requester a completed Request for Certificate of Foreign Status *(Massachusetts' Substitute W-8).*

TIN "Applied For". - Follow the instructions under *How to Obtain a TIN*, sign and date this form.

Signature. - The form must be signed to be considered valid.

Privacy Act Notice. - Section 6109 requires you to furnish your correct taxpayer identification number (TIN) to persons who must file information returns with IRS to report interest, dividends, and certain other income paid, the acquisition of property. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return.

Organizations Recognized by the Commonwealth as Tax Exempt. - Organizations seeking recognition of tax exempt status with the Commonwealth must provide documentation of the organization federal tax exempt status in the form of a ruling or determination letter issued by the Internal Revenue Service (IRS). The Commonwealth recognizes the following IRS tax exempt status organization rulings:

. Section 501(c) (1 through 23)
. Section 501 (d)
. Section 501(e)
. Section 501 (f)
. Section 501(k)
. Section 521 (a)

For more information on Tax-Exempt status, please see IRS Publication 557 *(rev. Jan. 95).*

Updates to the Request for Verification of Vendor/Customer Taxation Reporting Information. - If any of the information requested on this form *changes (i.e., name or address changes),* the payee must submit a new Request for Verification of Taxation Reporting Information with the updated information. Changes to name or TIN must be accompanied by IRS certification of Name & TIN.

If the payee receives notification from the IRS that an information return *(i.e., 1099-MISC)* was filed on their behalf by the Commonwealth with incorrect spelling of their name and/or incorrect or missing TIN *(commonly referred to as a "B-Notice" or IRS Form 8355),* the payee must immediately complete a new Request for Verification of Taxation Reporting Information with the corrected information and attach a copy of the IRS Form 8355 to the form.

If the Office of the State Comptroller or a department of the Commonwealth contacts you because the IRS has informed the Commonwealth that a return filed in your behalf has an incorrect spelling of your vendor name and/or incorrect or missing TIN. You must submit a new Request for Verification of Taxation Reporting Information with the corrected information and attach an IRS verification of your TIN and correct *(legal)* name.

If you have Questions on Completing this Form. - Please contact the Office of the State Comptroller
By Phone: (617) 727-5000 *(x229)*
By Mail:
Office of the State Comptroller
Attention: Payee & Payments Unit Manager
One Ashburton Place - 9th Floor
Boston, MA 02108

COMMONWEALTH TERMS AND CONDITIONS

This Commonwealth Terms and Conditions form is jointly issued by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Department of Procurement and General Services (PGS) for use by all Commonwealth of Massachusetts ("State") Departments and Contractors. ***Any changes or electronic alterations by either the Department or the Contractor to the official version of this form, as jointly published by ANF, CTR and PGS, shall void this form and any underlying Contract.*** Upon execution of these Commonwealth Terms and Conditions by the Contractor and filing as prescribed by the Office of the Comptroller, these Commonwealth Terms and Conditions will be incorporated by reference into any Contract for Commodities and Services executed by the Contractor and any State Department, in the absence of a superseding law or regulation requiring a different Contract form. Performance shall include services rendered, obligations due, costs incurred, commodities and deliverables provided and accepted by the Department, programs provided or other commitments authorized under a Contract. A deliverable shall include any tangible product to be delivered as an element of performance under a Contract. The Commonwealth is entitled to ownership and possession of all deliverables purchased or developed with State funds. Contract shall mean the Standard Contract Form issued jointly by ANF, CTR and PGS.

1. ***Contract Effective Start Date.*** Notwithstanding verbal or other representations by the parties, or an earlier start date indicated in a Contract, the effective start date of performance under a Contract shall be the date a Contract has been executed by an authorized signatory of the Contractor, the Department, a later date specified in the Contract or the date of any approvals required by law or regulation, whichever is later.

2. ***Payments And Compensation.*** The Contractor shall only be compensated for performance delivered and accepted by the Department in accordance with the specific terms and conditions of a Contract. All Contract payments are subject to appropriation pursuant to M.G.L. C. 29, §26, or the availability of sufficient non-appropriated funds for the purposes of a Contract, and shall be subject to intercept pursuant to M.G.L. C. 7A, §3 and 815 CMR 9.00. Overpayments shall be reimbursed by the Contractor or may be offset by the Department from future payments in accordance with state finance law. Acceptance by the Contractor of any payment or partial payment, without any written objection by the Contractor, shall in each instance operate as a release and discharge of the State from all claims, liabilities or other obligations relating to the performance of a Contract.

3. ***Contractor Payment Mechanism.*** All Contractors will be paid using the Payment Voucher System unless a different payment mechanism is required. The Contractor shall timely submit invoices (Payment Vouchers - Form PV) and supporting documentation as prescribed in a Contract. The Department shall review and return rejected invoices within fifteen (15) days of receipt with a written explanation for rejection. Payments shall be made in accordance with the bill paying policy issued by the Office of the Comptroller and 815 CMR 4.00, provided that payment periods listed in a Contract of less than forty-five (45) days from the date of receipt of an invoice shall be effective only to enable a Department to take advantage of early payment incentives and shall not subject any payment made within the forty-five (45) day period to a penalty. The Contractor Payroll System, shall be used only for "Individual Contractors" who have been determined to be "Contract Employees" as a result of the Department's completion of an Internal Revenue Service SS-8 form in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1990, and shall automatically process all state and federal mandated payroll, tax and retirement deductions.

4. ***Contract Termination Or Suspension.*** A Contract shall terminate on the date specified in a Contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this Section upon prior written notice to the Contractor. The Department may terminate a Contract without cause and without penalty, or may terminate or suspend a Contract if the Contractor breaches any material term or condition or fails to perform or fulfill any material obligation required by a Contract, or in the event of an elimination of an appropriation or availability of sufficient funds for the purposes of a Contract, or in the event of an unforeseen public emergency mandating immediate Department action. Upon immediate notification to the other party, neither the Department nor the Contractor shall be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control.

5. ***Written Notice.*** Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method evidencing actual receipt by the Department or the Contractor. Any written notice of termination or suspension delivered to the Contractor shall state the effective date and period of the notice, the reasons for the termination or suspension, if applicable, any alleged breach or failure to perform, a reasonable period to cure any alleged breach or failure to perform, if applicable, and any instructions or restrictions concerning allowable activities, costs or expenditures by the Contractor during the notice period.

6. ***Confidentiality.*** The Contractor shall comply with M.G.L. C. 66A if the Contractor becomes a "holder" of "personal data". The Contractor shall also protect the physical security and restrict any access to personal or other Department data in the Contractor's possession, or used by the Contractor in the performance of a Contract, which shall include, but is not limited to the Department's public records, documents, files, software, equipment or systems.

7. ***Record-keeping And Retention, Inspection Of Records.*** The Contractor shall maintain records, books, files and other data as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of seven (7) years beginning on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. The Department shall have access, as well as any parties identified under Executive Order 195, during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

8. ***Assignment.*** The Contractor may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under a Contract, with the exception that the Contractor shall be authorized to assign present and prospective claims for money due to the Contractor pursuant to a Contract in accordance with M.G.L. C. 106, §9-318. The Contractor must provide sufficient notice of assignment and supporting documentation to enable the Department to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the Contractor and these payments will be subject to intercept, offset, counter claims or any other Department rights which are available to the Department or the State against the Contractor.

9. ***Subcontracting By Contractor.*** Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under a Contract must be in writing, authorized in advance by the Department and shall be consistent with and subject to the provisions of these Commonwealth Terms and Conditions and a Contract. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under a Contract. The Department is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party.

10. ***Affirmative Action, Non-Discrimination In Hiring And Employment.*** The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation or for exercising any rights afforded by law. The Contractor commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

11. ***Indemnification.*** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, including the Department, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the State may sustain which arise out of

COMMONWEALTH TERMS AND CONDITIONS

or in connection with the Contractor's performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agent or representative of the Department or the State. After prompt notification of a claim by the State, the Contractor shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph. Any indemnification of the Contractor shall be subject to appropriation and applicable law.

12. ***Waivers.*** Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

13. ***Risk Of Loss.*** The Contractor shall bear the risk of loss for any Contractor materials used for a Contract and for all deliverables, Department personal or other data which is in the possession of the Contractor or used by the Contractor in the performance of a Contract until possession, ownership and full legal title to the deliverables are transferred to and accepted by the Department.

14. ***Forum, Choice of Law And Mediation.*** Any actions arising out of a Contract shall be governed by the laws of Massachusetts, and shall be brought and maintained in a State or federal court in Massachusetts which shall have exclusive jurisdiction thereof. The Department, with the approval of the Attorney General's Office, and the Contractor may agree to voluntary mediation through the Massachusetts Office of Dispute Resolution (MODR) of any Contract dispute and will share the costs of such mediation. No legal or equitable rights of the parties shall be limited by this Section.

15. ***Contract Boilerplate Interpretation, Severability, Conflicts With Law, Integration.*** Any amendment or attachment to any Contract which contains conflicting language or has the affect of a deleting, replacing or modifying any printed language of these Commonwealth Terms and Conditions, as officially published by ANF, CTR and PGS, shall be interpreted as superseded by the official printed language. If any provision of a Contract is found to be superseded by state or federal law or regulation, in whole or in part, then both parties shall be relieved of all obligations under that provision only to the extent necessary to comply with the superseding law, provided however, that the remaining provisions of the Contract, or portions thereof, shall be enforced to the fullest extent permitted by law. All amendments must be executed by the parties in accordance with Section 1. of these Commonwealth Terms and Conditions and filed with the original record copy of a Contract as prescribed by CTR. The printed language of the Standard Contract Form, as officially published by ANF, CTR and PGS, which incorporates by reference these Commonwealth Terms and Conditions, shall supersede any conflicting verbal or written agreements relating to the performance of a Contract, or attached thereto, including contract forms, purchase orders or invoices of the Contractor. The order of priority of documents to interpret a Contract shall be as follows: the printed language of the Commonwealth Terms and Conditions, the Standard Contract Form, the Department's Request for Response (RFR) solicitation document and the Contractor's Response to the RFR solicitation, excluding any language stricken by a Department as unacceptable and including any negotiated terms and conditions allowable pursuant to law or regulation.

IN WITNESS WHEREOF, The Contractor certify under the pains and penalties of perjury that it shall comply with these Commonwealth Terms and Conditions for any applicable Contract executed with the Commonwealth as certified by their authorized signatory below:

CONTRACTOR AUTHORIZED SIGNATORY: _____
(signature)

Print Name: _____

Title: _____

Date: _____

(Check One:); _____ Organization _____ Individual

Full Legal Organization or Individual Name: _____

Doing Business As: Name (If Different): _____

Tax Identification Number: ___ ___ ___ ___ ___ ___ ___ ___ ___

Address: _____

Telephone: _____ FAX: _____

INSTRUCTIONS FOR FILING THE COMMONWEALTH TERMS AND CONDITIONS

A "Request for Verification of Taxation Reporting Information" form (Massachusetts Substitute W-9 Format), that contains the Contractor's correct TIN, name and legal address information, must be on file with the Office of the Comptroller. If the Contractor has not previously filed this form with the Comptroller, or if the information contained on a previously filed form has changed, please fill out a W-9 form and return it attached to the executed COMMONWEALTH TERMS AND CONDITIONS.

If the Contractor is responding to a Request for Response (RFR), the COMMONWEALTH TERMS AND CONDITIONS must be submitted with the Response to RFR or as specified in the RFR. Otherwise, Departments or Contractors must timely submit the completed and properly executed COMMONWEALTH TERMS AND CONDITIONS (and the W-9 form if applicable) to the*: **Payee and Payments Unit, Office of the Comptroller, 9th Floor, One Ashburton Place, Boston, MA 02108*** in order to record the filing of this form on the MMARS Vendor File. Contractors are required to execute and file this form only once.

(STOV) VENDOR UPDATE/INQUIRY TABLE

This table is another view of the vendor file. It displays all the banking information associated with a payee. This table is entered and maintained by the Office of the Treasurer.

Note that this table also has an ELECTRONIC COMMERCE STATUS FLAG field.

As mentioned earlier, this field monitors the status of the EFT request. The following codes are used for the status flag:

'G' indicates that a request was generated
'P' indicates that a request is pending
'C' indicates that a request has been completed and approved
'R' indicates that a request was rejected
'N' indicates payee did not request EFT

Also underline is the NOC field. This field, if filled with an 'Y' indicates that the Treasury has made a change in the vendors banking information. If at all possible TRE will attempt to correct the Vendors banking information if it was entered into MMARS incorrectly. A department, maintaining an internal vendor file will have to make the corrections manually on its own internal system.

```
ACTION: S  SCREEN: STOV          M  M  A  R  S                10/12/94 11:34:15
STO VENDOR UPDATE/INQUIRY TABLE
KEY IS VENDOR CODE
01-
                              VENDOR:
                                NAME:

                         TRANSIT NUMBER:
                       VENDOR BANK ACCT:                TYPE OF ACCOUNT:
                  ORIG DEPT OF BANK INFO:                         NOC:
      ELECTRONIC COMMERCE STATUS FLAG:
                         LAST MOD DATE:
02-
                              VENDOR:
                                NAME:

                         TRANSIT NUMBER:
                       VENDOR BANK ACCT:                TYPE OF ACCOUNT:
                  ORIG DEPT OF BANK INFO:                         NOC:
      ELECTRONIC COMMERCE STATUS FLAG:
                         LAST MOD DATE:
```

VENDOR BANKING STATUS TABLE (VBST)

This table is an alternate view of the Vendor file. It displays all the banking information associated with a vendor, sorted by department of origin, electronic payment status and vendor code.

A department can use this table as a quick reference to view the status of the EFT request for each vendor.

To view information on this table enter the following:

ORIG DEPT:	3 letter dept code
ELECTRONIC COMMERCE STATUS FLAG:	**'G'** request generated **'P'** request pending **'C'** request completed **'R'** request rejected **'N'** no request

Hit ENTER.

The table will fill with the banking information, for a specific status, associated with all department payees.

```
ACTION: S  SCREEN: VBST          M  M  A  R  S              10/12/94 11:34:58
 VENDOR BANKING STATUS TABLE
 KEY IS ORIG DEPT OF BANK INFO, ELECTRONIC COMMERCE FLAG, NOC, VENDOR CODE

   ORIG DEPT:       ELECTRONIC COMMERCE FLAG:     NOTICE OF CHANGE:

        VENDOR CODE    TRANSIT NUMBER    BANK ACCOUNT    TYPE OF ACCOUNT
       -------------  --------------  ----------------- ---------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
```

MMARS TABLES AND INQUIRIES

APPROPRIATIONS AND BUDGETS MENU	(AABI)
APPROPRIATIONS MENU	(APTI)
APPROPRIATION STATUS 1	(APR1)
APPROPRIATION STATUS 2	(APR2)
APPROPRIATION STATUS 3	(APR3)
APPROPRIATION STATUS 4	(APR4)
APPROPRIATION SUMMARY	(ASUM)
APPROPRIATION/ALLOCATION STATIC	(ASTA)
APPROPRIATION GROUP	(AGRP)
ALLOTMENT PERCENTAGES	(ALLT)
ALTERNATE APPROP/ALLOC STATIC	(AAST)
PARENT TABLE	(PRNT)
BUDGETS MENU	(BUTI)
EXPENSE BUDGET STATUS	(EXPB)
REVENUE BUDGET STATUS	(REVB)
EXPENSE BUDGET SUMMARY	(ESUM)
REVENUE BUDGET SUMMARY	(RSUM)
OPEN ACCRUED REV. SUMMARY	(OARS)
APPROPRIATION/SUBSIDIARY OPTION	(ASUP)
GENERAL ACCOUNTING MENU	(GACI)
BALANCE SHEET MENU	(BSTI)
BALANCE SHEET ACCOUNT	(BACC)
BALANCE SHEET ACTIVITY	(BSAT)
BALANCE SHEET CATEGORY	(BCAT)
BALANCE SHEET CLASS	(BCLS)
FUND MENU	(FUTI)
FUND	(FUND)
FUND CATEGORY	(FCAT)
FUND CLASS	(FCLS)
FUND DEPARTMENT	(FDEP)
FUND TYPE	(FTYP)
FUNDING SOURCE	(FSRC)

OBJECT MENU	(OJTI)
OBJECT	(OBJT)
OBJECT 2	(OBJ2)
OBJECT CATEGORY	(OCAT)
OBJECT CLASS	(OCLS)
SUB OBJECT	(SOBJ)
PROGRAM MENU	(PRTI)
PROGRAM	(PROG)
PROGRAM CATEGORY	(PCAT)
PROGRAM CLASS	(PCLS)
PROGRAM GROUP	(PGRP)
PROGRAM TYPE	(PTYP)
ACTIVITY MENU	(ATTI)
ACTIVITY	(ACTV)
ACTIVITY CATEGORY	(ACAT)
ACTIVITY CLASS	(ACLS)
ACTIVITY GROUP	(ACGR)
ACTIVITY TYPE	(ACTY)
MISC CHART OF ACCOUNTS MENU	(MITI)
ACCOUNT TYPE	(ACCT)
GENERAL REPORTING CATEGORY	(GRPT)
REPORTING CATEGORY	(RPTG)
ORGANIZATION STRUCTURE MENU	(OSTI)
EXECUTIVE OFFICE	(EXEC)
DEPARTMENT	(DEPT)
ORGANIZATION	(ORGN)
SUB-ORGANIZATION	(SORG)
GENERAL ACCOUNTING MENU	(GATI)
FUND BALANCE	(FBAL)
TRIAL BALANCE	(TBAL)
ONLINE GENERAL LEDGER 1	(OLGL)
ONLINE GENERAL LEDGER 2	(OLG2)

VENDOR ADMINISTRATION MENU	(VATI)
VENDOR	(VEND)
VENDOR NAME INDEX	(VNAM)
PURCHASING VENDOR	(VONM)
PURCHASING VENDOR BY NAME	(VPNM)
PURCHASING VENDOR INFORMATION	(VINF)
VENDOR ORDER ADDRESS	(VORD)
MINORITY TYPE	(MTYP)
SOUTH AFRICA VENDOR	(VSAF)
1099 VENDOR	(VNTN)
COST ACCOUNTING MENU	(CACT)
PERFORMANCE MEASUREMENT MENU	(PERM)
PERFORMANCE TARGETS VS ACTUALS	(PERF)
PERFORMANCE MEASUREMENT TASK	(PMTB)
FEDERAL GRANTS MENU	(GRTI)
DEPARTMENT FEDERAL AID	(DEFA)
DEPARTMENT FEDERAL AID 2	(DEF2)
FEDERAL AID BUDGET LINE	(FBLT)
FEDERAL AID FISCAL YEAR	(FFYT)
GOVERNMENT WIDE FEDERAL AID	(GVFA)
FEDERAL AID AGENCY CODE	(FEAG)
FEDERAL AID STATUS	(FAST)
FEDERAL CATALOG NUMBER	(CATF)
SYSTEM CONTROLS MENU	(COTI)
ACCOUNTING PERIOD	(APRD)
AUTOMATED DISBURSEMENTS	(ADIS)
BANK ACCOUNT	(BANK)
CALENDAR DATE	(CLDT)
MMARS DATE	(DATE)
FISCAL YEAR	(FSYR)
SYSTEM SPECIAL ACCOUNTS	(SPEC)
SYSTEM SPECIAL OPTIONS	(SOPT)
EDI TRANSACTION SETS	(TRST)
MMARS TO EDI TRANS MAP	(TCTS)
EDI TO MMARS TRANS MAP	(TSTC)
AUTO DOCUMENT NUMBERING	(ADNT)
BUSINESS FUNCTION CODE	(BFCT)
COMPTROLLER'S BFC	(CBFC)
TRAN CODE & TYPE BY BFC	(TBFC)

WARRANT CONTROLS MENU	(WPCI)
DISBURSEMENT RUN	(DRUN)
DISB RUN BY WARRANT NUM	(WRUN
MONTHLY WARRANT YTD SUM	(MYTD
WEEKLY WARRANT YTD SUM	(WYTD
NON-WARRANTED YTD SUM	(NYTD
HAND WARRANT YTD SUM	(HYTD)
YTD DISBURSEMENT SUM	(YTDD)
MNTHLY WARR AUTH DOLLAR	MWAD
FIXED ASSETS MENU	(FATI)
FIXED ASSET SUMMARY 1	(FAS1)
FIXED ASSET SUMMARY 2	(FAS2)
ACQUISITION/DISPOSITION	(FADM)
FIXED ASSET TYPE	(FATP)
FIXED ASSET CATALOG	(FCLG)
FIXED ASSET GROUP	(FRGP)
FIXED ASSET GROUP CATG	(FGCT)
FIXED ASSET GROUP CLASS	(FGCS)
MANUAL DEPRECIATION	(MDEP)
FIXED ASSET BETTERMENT1	(FBT1)
FIXED ASSET BETTERMENT2	(FBT2)
FIXED ASSET LOCATION	(FLOC)
FIXED ASSET LOC TYPE	(FLCT)
FIXED ASSET LOC CLASS	(FLCS)
FIXED ASSET VALUATION	(FVAL)
FIXED ASSET REVENUE	(FREV)
FIXED ASSET PROJECT	(PROJ)
FA BY DEPT AND FACILITY	(FADF)
INTERDEPARTMENTAL MENU	(ISTI)
AUTHORIZATION AND CONTROL MENU	(AUCI)
AUTHORIZED CHBK SRVC ID	(ACSI)
AUTHORIZED CHBK DEPT	(CHBK)
INTERDEPT OPTIONS	(IDOP)
INTERDEPT OP BY RSRC	(IDOR)
PRINT IE NOTICES	(PIEN)
PRINT IV NOTICES	(PIVN)
INTERDEPT BUYER CONTACT	(IBDC)

ENCUMB AND EXPEND MENU	(ECTI)
IE TEXT	(IETX)
INTERDEPARTMENTAL TEXT	(IDTX)
CHBK ESTIMATION ENTRY	(CBET)
CHBK BY IE NUMBER	(CBIE)
INTERDEPART SUMMARY	(ISUM)
INTERDEPART DETAIL	(IDET)
DEPT CHBK ESTIM LISTING	(DCEL)
IE HISTORY	(IEHT)
INTERDEPT BATCH ENTRY	(IEBT)
IE HISTORY BY LINE	(IEHL)
CHBK BILLING INFO	(CBBI)
CHBK BILLING ENTRY	(CBBE)
CHBK BILLING INQUIRY	(CBBQ)
IV TEXT	(IVTX)
IV HISTORY	(IVHT)
IV HISTORY BY IV NUMBER	(IVHQ)
IV HISTORY LINE	(IVHL)
INTERDEPARTMENTAL ENTRY	(IENT)
SUSPENSE FILE MANAGEMENT MENU	(SUSM)
BATCH ID, DOCUMENT ID	(SUSF)
SUSF WITH PROCESS DATE	(SUS2)
STATUS/TRANS/DEPT/ORGN	(SUS3)
DEPT/ORGN/STATUS/TRANS	(SUS4)
NEW FEATURES MENU	(NEWF)
ACCT PAYABLE ENCUMBRANCE	(APEN)
CERT VEND PYMT HISTORY	(CVPH)
CERT VEND PYMT SUMMARY	(CVPS)
HISTORY BY APPROP	(HISA)
HISTORY BY DEPARTMENT	(HISD)
HISTORY BY VENDOR	(HISV)
CBARS QUAL OBJT CODES	(OBJ1)
VENDOR SCAN	(VPLS)
EXPENDITURES MENU	(EXPI)
ADVANCES MENU	(ADTI)
OPEN ADVANCES	(OPAT)
ADVANCE TYPE	(ATYP)
DYNACASH BANK	(DYNA)
OPEN ADVANCE UPDATE	(OPAU)

SERVICE CONTRACTS MENU	(SCTI)
OPEN ITEMS FILES MENU	(OFTI)
OPEN SERVICE REQ HEADER	(OSRH)
OPEN SERVICE REQ LINE	(OSRL)
OPEN SRVCE CONTRACT HDR	(OSCH)
OPEN SRVCE CONTRACT LN	(OSCL)
OPEN CONTRACT RVRSL HDR	(OCBH)
OPEN CONTRACT RVRSL LN	(OCBL)
OPEN DATA SERVICES HDR	(ODSH)
OPEN DATA SERVICES LINE	(ODSL)
OPEN CC HEADER	(OCCH)
OPEN CC LINE	(OCCL)
OUTYEAR OBLIG	(OYOF)
SERVICE CONTRACT TEXT	(SCTX)
REFERENCE TABLES MENU	(RTTI)
SERVICE AGRMNT SUMMARY	(SASM)
SERVICE CODE	(SERV)
UNIT OF SERVICE	(SERU)
VENDOR TYPE	(VTYP)
MASTER SERVICE AGRMNT	(MSER)
ALT MASTER SRVCE AGRMNT	(MSAA)
MSTR SRVCR AGRMNT TEXT	(MSTX)
MSTR SRVCE AGRMNT VEND	(MSVR)
MSA VENDOR TEXT TABLE	(MVTX)
UPDATE TABLES MENU	(UTTI)
OPEN SRVC REQ APPROVAL	(OSRA)
OPEN SRVC REQ PRINT	(SRHD)
PURCHASE ORDERS MENU	(PUTI)
OPEN ORDER HEADER	(OPOH)
OPEN ORDER LN - ACCTING	(OPOL)
OPEN ORDER LN - COMMDTY	(OPOC)
OPEN EDP ORDER HEADER	(OPEH)
OPEN EDP ORDER LINE	(OPEL)
BILLING ADDRESS	(BILL)
SHIPPING ADDRESS	(SHIP)
ORDER BY VEND CAT NO	(VCAC)
PENDING ORDER DOCUMENT	(DOCP)
PURCHASING CONTACT	(PCON)
PURCHASE ORDER TEXT	(PTEX)

PURCHASE ORDERS MENU cont'd

BUYER	(BUYT)
DISCOUNT TYPE	(DISC)
UNIT OF MEASURE	(UNIT)
TERMS AND CONDITIONS	(PTAC)
PO PRINT TABLE	(POHD)
EDP PURCHASE ORDER	(PEHD)
ORDER BY VEND CAT DESC	(VCAD)
ORDER BY VEND CAT COMM	(VCCT)

COMMODITIES MENU (CMTI)

COMMODITY NAME INDEX	(CNAM)
COMMODITY PRICE AGRMNT	(CPAT)
COMMODITY	(COMM)
COMMODITY BY VENDOR	(CVND)
VENDOR BY COMMODITY	(VCOM)
COMMODITY DESCRIPTION	(CDSC)
COMMODITY SPECIFICATIONS	(CSPC)
COMMODITY COPY	(CCPY)
VENDOR CATALOG TABLE	(VCAT)

PRICE AGREEMENTS MENU (PATI)

PRICE AGRMNT INDEX	(PASI)
PRICE AGRMNT LINE INDEX	(PALI)
PRICE AGRMNT SECURITY	(PASC)
PRICE AGRMNT SUMMARY	(PASM)
PRICE AGRMNT LINE	(PALN)
PRICE AGRMNT TEXT	(PATX)
PRICE AGRMNT BY VENDOR	(VNPA)
PA HEADER REVISIONS	(PARH)
PA LINE REVISIONS	(PARL)

MISCELLANEOUS ORDERS MENU (OBTI)

OPEN MISC ENCUMB HEADER	(OPPH)
OPEN MISC ENCUMB LINE	(OPPL)
OPEN MISC PRE-ENCUMB HDR	(OPRH)
OPEN MISC PRE-ENCUMB LN	(OPRL)
OPEN EDP REQ HEADER	(ODRH)
OPEN EDP REQ LINE	(ODRL)
OPEN SP ENCUMB HEADER	(OSPH)
OPEN SP ENCUMB LINE	(OSPL)

LEASE ORDERS MENU	(LOTI)
OPEN LEASE ORDER HEADER	(OLOH)
OPEN LEASE ORDER LINE	(OLOL)
LEASE ORDER TYPE	(LTYP)
EXPENDITURES MENU	(EPTI)
OPEN PAYMNT VOUCHER HDR	(OHPV)
OPEN PAYMNT VOUCHER LN	(OLPV)
OPEN PV BY DATE	(OPVD)
OPEN VENDOR INVOICE HDR	(OVIH)
OPEN VENDOR INVOICE LN	(OVIL)
VENDOR INVOICE TEXT	(VITX)
OPEN RECEIVER HEADER	(ORCH)
OPEN HDR BY VENDOR INV	(OVHV)
OPEN REVENUE REFUND HDR	(ORFH)
OPEN REVENUE REFUND LN	(ORFL)
OPEN REV REFUND BY DATE	(ORFD)
OPEN REV REFUND BY CUST	(ORFC)
CLIENT TABLE	(CLNT)
EMPLOYEE TABLE	(EMPL)
OPEN RECEIVER LINE	(ORCL)
OPEN LINE BY VENDOR INV	(OVLV)
RECURRING PAYMENTS MENU	(RPTI)
RECURRING RP HEADER	(RRPH)
RECURRING RP LINE	(RRPL)
RECURRING PV HEADER	(RPVH)
RECURRING PV LINE	(RPVL)
DISBURSEMENTS MENU	(DITI)
OPEN CHECK HEADER	(OPCH)
OPEN CHECK LINE	(OPCL)
ALT OPEN CHECK HEADER	(OCHA)
ALT OPEN CHECK LINE	(OCLA)
SCHED/UNSCHED VOUCHER	(VMOD)
OPEN RD SCHEDULE DATE	(RMOD)

RECEIVERS MENU	(RCTI)
OPEN RECEIVER HEADER	(OORH
OPEN RECEIVER LINE	(OORL)
RECEIVER TEXT	(ORTX)
OR HDR BY VEND DLVY NO	(ORHV)
OR LINE BY VEND DLVY NO	(ORLV)
CARRIER	(CARR)
CONDITION	(COND)
ORDER RECEIPT ENTRY	(ORSG)
ORDER RECEIPT EXCEPTION	(OREG)
PENDING ORDER RECEIPT	(DOCO)
REVENUE MENU	(RETI)
CUSTOMER MENU	(CSTI)
CUSTOMER CREDIT TABLE	(CUSC)
DEPARTMENTAL CUSTOMER	(CUST)
THIRD PARTY BILLING	(TPAR)
DEPT CUST FINANCE HIST	(CUSF)
CUSTOMER NAME	(CUSN)
CUSTOMER TEXT	(CTXT)
CUSTOMER UPDATE	(CUSU)
CUST NAME MODIFICATION	(CUSM)
INVALID CUST CODE CHNGE	(CUSI)
CUSTOMER LOG TABLE	(CLOG)
CONTROL AND REFERENCE MENU	(CRTI)
REVENUE OPTIONS	(ROPT)
REVENUE OPTIONS 2	(ROP2)
COLLECTION CONTROL	(CCTL)
DEPART BILLING PROFILE	(DBIL)
BILLING RATE	(BRTE)
REMIT TO	(REMT)
REMIT TO UPDATE	(REMU)
RECURRING RECEIVABLE	(RERE)
PRINTED RECEIVABLE	(PRRE)
DEPT/REVENUE SRCE	(DRSC)
DOCUMENT CONTROL	(DCTL)
SPECIAL INSTRUCTION	(SPIN)
DEPT/REMIT RE TOLERANCE	(DTOL)
INVOICE PRINT	(INPT)
CUSTOMER DOC INQUIRY	(CDOC)
STATEMENT	(STMT)

REVENUE SOURCE REFERENCE MENU	(RSTI)
REVENUE SOURCE	(RSRC)
SUB-REVENUE SOURCE	(SREV)
REVENUE SOURCE CATEGORY	(RCAT)
REVENUE SOURCE CLASS	(RCLS)
REVENUE CROSSWALK	(RVCW)
RENEWALS	(RNTI)
RENEWAL TYPE	(RNTP)
RENEWAL TEXT	(RTXT)
RENEWAL SCHEDULING	(RNEW)
RENEWAL NOTICE BY CUST	(RNCT)
COLLECTIONS	(CLTI)
POTENTIAL UNCOLLECT RE	(PUNR)
DUNNING MESSAGE	(DUNN)
COLLECTION LETTER	(COLT)
MASTER SERVICE AGRMNT	(MSAT)
DEPT SERVICE AGRMNT	(DSAT)
OPEN ITEMS	(OITI)
OPEN RECEIVABLE HEADER	(OREH)
OPEN RECEIVABLE LINE	(OREL)
OPEN RE BY DEPT CUST ID	(OREC)
OPEN RECEIVABLE BY DATE	(ORED)
OPEN RECEIVABLE TEXT	(RETX)
OPEN RECEIVABLE OPTIONS	(OREO)
OPEN RE BY CUST ID	(ORCU)
OPEN RECEIVABLE TEXT	(RETX)
PAYMENT DETAIL TABLE	(PDET)
RECEIVABLE MODIFICATION	(REMD)
RECEIVABLE MOD 2	(REM2)
PAYMENT PLANS MENU	(PPTI)
DEPT PAY PLAN OPTIONS	(DPPO)
PAYMENT PLAN UPDATE	(PPUP)
PAYMENT PLAN EXCEPTION	(PPLX)
PAYMENT PLAN	(PPLN)
PAYMENT PLAN TEXT	(PPTX)

CASH MANAGEMENT MENU	(CATI)
CLEARING ACCOUNT	(CLAC)
REVENUE ALLOCATION	(RALL)
SMART SLIP DEFINITION	(SDEF)
DEPOSIT RECONCILLIATION	(DREC)
OPEN CASH TRANSFER HDR	(OCTH)
OPEN CASH TRANSFER LIN	(OCTL)
CASH TRAN REF RECV LINE	(CTRE)
INTERCEPT REFERENCE MENU	(INCI)
INTRCPT EXCEPTION	(DIET)
INTRCPT EXCEPTION/DEPT	(DIED)
INTRCPT-ENTITY TYPE	(ENTY)
INTRCPT-PAYMENT/CUST	(APIT)
INTRCPT-DELINQUENT ENTY	(PINE)
INTRCPT EXCEPTION/TRANS	(DIE2)
INTRCPT OPTIONS TABLE	(IOPT)
INTRCPT-OPEN PAYMENT	(OPIT)
INTRCPT-DELINQUENT RE	(PINT)
INTRCPT-PAYMENT REFERAL	(DIRT)
MULTI-PARTY MENU	(MPTI)
BILLING ENTITY TABLE	(BETP)
M-P BILLING BY CUSTOMER	(MBBE)
M-P BILLING TABLE	(MBIL)
M-P EXCEPTION TYPE	(MPET)
M-P NOTICE TEXT	(MPNT)
M-P RECURRING RECEIVABL	(MPRR)
MULTI PARTY TEXT	(MTXT)
EXTENDED PURCHASING MENU	(ENPI)
EPS REQUISITION MENU	(RXTI)
OPEN REQUISITION HEADER	(ORXH)
OPEN REQ LINE ACCTING	(ORXL)
OPEN REQ LINE COMMOD	(ORXC)
REQ REVISIONS LINE	(RROC)
REQUISITION TEXT	(RXTX)
REQ VENDOR REFERENCE	(RXVD)
REQ STATUS BY DEPT/ORG	(RXSD)
REQ STATUS BY BUYER	(RXBY)
REQ OPEN LINES BY COMM	(RXSC)
REQ OPEN LINES BY LINE	(RXSL)
REQUISITION ACTION	(RACT)
PURCHASING BULLETIN BRD	(BBRD)

BID ADMINISTRATION MENU	(BDTI)
BID ACTION	(BACT)
BID CREATION	(BIDC)
BID MASTER HEADER	(BDMH)
BID MASTER LINE	(BDML)
BID SUPPLEMENTAL DESC	(BDSC)
BID SUPPLEMENTAL SPECS	(BSPC)
BID TERMS/CONDITIONS	(BTAC)
BID TERMS/COND SELECT	(BTCS)
VENDOR SELECTION	(BIDV)
BID SECURITY	(BASC)
BID TRACKING HEADER	(BTRH)
BID MULTIPLE RESPONSE	(BMRS)
BID LINE RESPONSE	(BTRL)
BID LINE VEND RESPONSE	(BTRV)
BID AWARD	(BIDA)
BID TABULATION	(BIDT)
BID BY BUYER	(BYBS)
BID BY VENDOR	(BYVN)
BID LINE BY COMMODITY	(BYCM)
INFO FOR BID TEXT TABLE	(BIFB)
ELECTRONIC DATA INTERCHANGE	(EDIM)
TRANS PROC INDICATOR	(TPIN)
OUTGOING EDI TRANSMISS	(OEDI)
INBOUND EDI TRANSMISS	(IEDI)
PROCUREMENT MATCH	(PROM)
PROCUREMENT BY STATUS	(PRMS)
PROCUREMENT MATCH PYMT	(PRMP)
OPEN EDI PURCHASE ORDER	(OPOR)
MONTHLY SPENDING MENU	(MUTI)
EXPENDITURE BUDGET 1	(EXB1)
EXPENDITURE BUDGET 2	(EXB2)
EXPENDITURE BUDGET 3	(EXB3)
EXPENDITURE BUDGET 4	(EXB4)
EXPENDITURE BUDGET 5	(EXB5)
EXPENDITURE UPDATE	(EXBU)
MONTHLY EXPEND BUDGET	(MEXB)

PROJECT ACCT & REPORTING MENU (PARS)

PROJECT MANAGEMENT MENU (PRMG)

DEPARTMENT PROJECT	(DEPR)
PROJECT BUDGET LINE	(PRBL)
PROJECT FISCAL YEAR	(PFYT)
SUBPROJECT DESCRIPTION	(SPDT)
PROJECT PLANNING	(PLNG)
PROJECT LISTING BY SPROJ/PHAS	(PLST)
GOVERNMENT WIDE PROJECT	(GVPR)
SPEND PROJECTION SUMMRY	(PSPS)
SPEND PROJECTION DETAIL	(PSPD)
PROJECT MILESTONE	(PMIL)
PROJ MASTER ACTV BUDGET	(PMAB)
PROJECT TEXT	(PRTX)
PROJECT STRUCTURE	(PSTR)
STRUCTURE	(STRC)
PROJECT PARCEL	(PRCL)
CHARGE CLASS	(CHRG)
PROJECT ACTIVITY	(PRAT)
DOCUMENT TEXT	(DTXT)

PROJECT ACCOUNTING MENU (PRAC)

PROJECT SET ASIDE	(PSAA)
APPROPRIATION SET ASIDE	(APSA)
PROJ ACTV BY ENCUMB	(PABE)
PROJ ENCUMB BY ACTIVITY	(PEBA)

PROJECT ACCOUNTING MENU

PROJ EXPND BY STRUCTURE	(PXDN)
RETRO PROJ EXPEND BY ST	(RPXD)
PROJECT ACTV BUDGET	(PRAB)
PROJECT ACTV BUDGET 2	(PRA2)
PROJECT ACTV HISTORY	(PRAH)

PROJECT BILLING MENU (PRBI)

PROJECT SUMMARY	(PSUM)
PROJECT FUNDING SOURCE	(PFST)
ELIGIBILITY SUSPENSE	(ELSE)
SUSPENSE TRANSFER	(SUTR)
OBJT ELIGIB EXCEPTION	(OBEX)
ACTV ELIGIB EXCEPTION	(ACEX)
TRANSACTION EXCEPTION	(TREX)
PROJECT/ACTIVITY/OBJECT	(PACO)
FUNDING SOURCE	(PBFS)

PROJECT BILLING MENU cont'd

SPONSOR	(SPSR)
FUNDING PARTICIPATION	(FPAR)
FEDERAL APPROPRIATION	(FAPP)
STATE/BOND PROGRAMS	(SPRG)
REASON	(REAS)
PROJECT BILLING PARAMETERS	(PBPT)
BILLING PARAMETERS	(BPAR)
PROJ BILL FUND REV SRC	(PBFR)
PROJ PARTICIP INV CYCLE	(PPIC)
PROJ BILLING CROSSWALK	(PBXW)
PROJ BILLING CROSSWALK 2	(PBX2)
REFERENCE TABLES MENU	(PREF)
PROJECT PHASE	(PRPH)
PROJECT/PHASE STATUS	(PRST)
PROJECT PHASE TYPE	(PRTY)
PROJECT OFFICE	(POFF)
MILESTONE	(MILE)
MILESTONE SET	(MSET)
MILESTONE SET LISTING	(MSLT)
FIXED ASSET MILESTONE	(FAML)
ACTIVITY MILESTONE	(ACTM)
ACTIVITY SET	(ASET)
ACTIVITY SET LISTING	(ASLT)
PROJECT STAFF	(PSTF)
PROJECT STAFF HISTORY	(PSTH)
PROJECT WORK FLOW	(PWFL)
APPROPRIATION TEXT	(ATXT)
PROJ ACTIVITY MILESTONE	(PACM)
DOCUMENT DISTRIBUTION MENU	(DDII)
DISTRIB CONTROL TABLE MENU	(CTMI)
DOCUMENT TYPE TABLE	(DTYP)
DOCUMENT SORT OPTION	(SORT)
DEPT SORT OPTION CONTROL	(SOCS)
PROJECTED OUTPUT TABLES MENU	(PREI)
BARS PROJECTED OUTPUT	(BPOR)
BARS PROJECTED OUTPUT 2	(BPO2)
DEPT PROJECTED OUTPUT	(DOPR)

SYSTEM ASSURANCE TABLES MENU (SYSI)

BARS CYCLE OUTPUT TABLE	(BCOR)
BARS CYCLE OUTPUT TABLE 2	(BCO2)
INTERDEPT CYCLE OUTPUT	(TCOR)
INTERDEPT CYCLE OUTPUT 2	(TCO2)
LOAD ACTIVITY TABLE	(LACT)

VENDOR UPDATE INPUT FORM

The Commonwealth of Massachusetts
Office of the Comptroller

Department/ Organization Name

Document ID					
Trans	Dept	R/Org	Number	VU Date	Action: Entry (E) Modify (M) Delete (D)
VU					

Use this box to indicate special VU handling requirements. Check applicable items.

Foster Parent	____
Board Member	____
Organ Transplant Recipient	____
State Employee*	____
Landtaking	____
Expedite**	____

* : Attach Ethics Commission Waiver.

**: Attach a memo showing why this VU requires special handling.

Vendor Code	Misc Vend Ind	Alpha Name Type	
	N	I = Individual B = Business	

Vendor Last Name *1	Vendor First Name	Vendor MI

Division

Street	City	State	Zip Code

Vendor Phone/Ext.	Contact	Account	Comments

Org. Struct.	In State *(Y or N)*	Non-Profit *(Y or N)*	Tax Ind. *(Y or N)*	Medicare *(Y or N)*

CTR Use Only

Rejected By: _____

Date Rejected: _____

See attached VU rejection form

*1: If Alpha Name Type = "B", enter the business's name across the Last Name, First Name, MI fields. The Division field can be used as a continuation for the name.

Prepared By: _____ Title: _____ Date: _____

Approved By: _____ Title: _____ Date: _____ Tel. #: _____

Entered By: _____ Title: _____ Date: _____

MISCELLANEOUS ENCUMBRANCE INPUT FORM

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

DEPARTMENT/ORGANIZATION NAME

DOCUMENT ID						
TRANS	DEPT	R/ORG	NUMBER	PO DATE	ACCTG PRD	BUD F Y
PO						

ACTION:	ORDER TYPE	COMMENTS:
ENTRY (E) MODIFY (M) DELETE (D)		

VENDOR CODE:	VENDOR NAME:

I/G IND	SELLER FUND	SELLER DEPT

DOCUMENT TOTAL:

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CL/GRC	RPTG	DESCRIPTION:	AMOUNT	I/D	P/F

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG

TY	PROJ/CL/GRC	RPTG	DESCRIPTION:	AMOUNT	I/D	P/F

PREPARED BY:_____ TITLE:_____ DATE:_____

APPROVED BY:_____ TITLE:_____ DATE:_____

ENTERED BY:_____ TITLE:_____ DATE:_____

PAYMENT VOUCHER INPUT FORM

Department/Organization Name

The Commonwealth of Massachusetts
Office of the Comptroller

Revised: 3/28/95

Document ID						
Trans **PV**	Dept	R/Org	Number	PV Date	Acctg Prd	Bud FY
Action: (E) (M)	Sch Pay Date	Off Liab Acct				

VENDOR'S CERTIFICATION
I certify that the goods were shipped or the service rendered as set forth below.

(Please Sign In Ink)

Ref Doc ID

Vendor Name and Address

Document Total:	Pay Ref Num	Vendor Code	Emp

Reference Order	Line	Quantity	Description	Unit Price	Amount

Reference Order

LN	ran	Dept	R/Org	Number	Line	Dept	Approp	Sub	Org	S/Or	Obj	S/Obj	Prog	Ty	PROJ/CL/GRC

Rptg	Fund	BS Acct	Dept	Pymnt Reference Num	Description:

MSA #	Line #	Disc	Dates of Service To	Quantity	Amount:	I/D	P/F

TO THE COMPTROLLER OF THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify under the penalties of perjury that all laws of the Commonwealth governing disbursements of public funds and the regulations thereof have been complied with and observed.

INSTRUCTIONS TO VENDOR:
FILL IN SHADED AREAS
DIRECT INQUIRIES TO
STATE ORGANIZATION
RETAIN GOLDENROD COPY

Prepared By: _____ Title: _____ Date: _____

Entered By: _____ Title: _____ Date: _____ Page _____ Of _____

The undersigned authorized signatory approving this document certifies that this document and any attachments are accurate and complete and comply with all applicable general and special laws and regulations.

Approved _____ Title: _____ Date: _____ Phone # _____